

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

ADMINISTRATION COMMITTEE

Tom Lund, Chair
Jack Krueger, Vice Chair
Kris Schuller, Tony Theisen, Mark Tumpach

ADMINISTRATION COMMITTEE

Thursday, June 24, 2010

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of May 27, 2010
1. Review of Minutes
 - a. Housing Authority (May 17, 2010).

Communications

2. Communication from Supervisor Scray re: All departments work with Human Resources to present specifics when applying for a "request to fill position." *Referred from June County Board.*
3. Communication from Supervisor Erickson re: To create a form that all departments use when requesting to fill a position. *Referred from June County Board.*
4. Communication from Supervisor Erickson re: Look into alternative e-mail solutions such as Google email. *Referred from June County Board.*
5. Communication from Supervisor Dantine re: To change the salary scales for all salaried employees, and to find a new way to review and compensate our salaried employees. *Referred from June County Board.*

Housing Authority

6. Update re: Requested Report "Other Assisted Housing Charts".

Corporation Counsel

7. Record Retention. *Held until June Meeting*

County Clerk

8. Budget Status Financial Report for April, 2010.
9. Child Labor Works Permits - Point of Information

Child Support

10. Budget Status Financial Report for April, 2010.
11. Budget Adjustment Request (#10-63): Increase in expenses with offsetting increase in revenue.

Treasurer

12. Budget Status Financial Report for April, 2010.
13. Budget Adjustment Request (#10-55): Increase in expenses with offsetting increase in revenue.
14. Resolution re: Authorizing Entry into an Intergovernmental Cooperation Agreement Relating to the "Wisconsin Investment Series Cooperative" and Authorizing Participation in the Investment Programs of the Fund.

Information Services

15. Budget Status Financial Report for April, 2010.
16. Budget Adjustment Request (#10-53): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).
17. Budget Adjustment Request (#10-64): Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.
18. Director's Report.

Dept. of Administration

19. Budget Status Report for April, 2010.
20. 2010 Budget Adjustment Log and Grant Application Approval Log.
21. Government Finance Officers Association Award for 2010 Annual Budget.
22. Resolution Authorizing the Immediate Implementation of a Capital Improvement Program (CIP).
23. Director's Report.

Human Resources

24. Budget Status Financial Report for April, 2010.
25. Human Resources Activity Report for May, 2010.
26. Director's Report.

Facility & Park Management

27. Budget Status Financial Report for April, 2010.
28. Energy Initiatives Update.
29. Update on Court Hearing Rooms and Clerk of Courts Project.
30. Approval of Construction Bids for Court Hearing Rooms and Clerk of Court Project.
31. Director's Report

Other

32. Audit of Bills.
33. Such other Matters as Authorized by Law.

Tom Lund, Chair

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, May 27, 2010 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Jack Kruger, Tom Lund, Mark Tumpach, Kris Schuller
Excused: Tony Theisen
Also Present: Tom Hinz, Jayme Sellen, Debbie Klarkowski, John Luetscher,
Bob Heimann, Bill Dowell, Ellen Sorensen, Susan Tilot,
Mary Reinhard, Jackie Scharping, Supervisor A. Nicholson

I. **Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. **Approve/Modify Agenda:**

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to approve. MOTION APPROVED UNANIMOUSLY

III. **Approve/Modify Minutes of April 29, 2010:**

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to approve. MOTION APPROVED UNANIMOUSLY

1. **Review of Minutes:**

a. **Housing Authority (April 19, 2010):**

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY

Communication:

2. **Communication from Supervisor Lund re: To refer to Administration that any employee who would voluntarily submit a yearly health assessment and maintain a proper weight and level of fitness would be eligible for reimbursement regardless of affiliation with a health club. (*Held for one month*):**

Deb Klarkowski reported that she is awaiting additional data from Prevea, however, did inform the committee that Brown County did offer a *Voluntary Health Risk Assessment* to all active employees in the fall of 2009. Participants were eligible to receive a one month medical premium reduction of payment for those not covered under the health plan. There was a 42% participation rate. Upon receipt of the assessment an employee could voluntarily participate in health coaching sessions for six months and receive an additional month of premium reduction or payment for those not covered under the health plan. Results of this program will be reviewed and incorporated into the County's long term health and wellness strategy.

In addition, Ms. Klarkowski reported that if an active member of a fitness facility who meets the minimum requirements can be reimbursed \$15 per month. Brown County also has a 2010 wellness plan that includes monthly activities with quarterly timelines with prizes awarded for participation (see attached).

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY

3. **Communication from Supervisor Wetzel to direct staff to develop a 3, 5, and/or 7 year working budget plan. *Held for one month.***

Although Supervisor Wetzel was unable to be present, Supervisor Krueger indicated that this communication is similar to that submitted by Supervisor Scray - #5 below.

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY

4. **Communication from Supervisor Fewell to request that Human Resources Department report the status of the savings related to the five day furloughs and the plan to make up any shortfalls on the projected savings. *Held for one month:***

Ms. Klarkowski indicated that HR will be reporting to the Executive Committee in June regarding this issue.

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to refer to Executive Committee. MOTION APPROVED UNANIMOUSLY

5. **Communication from Supervisor Scray to look at different options to pay down debt earlier than such savings associated with it. *Held for one month:***

Ellen Sorenson reported that she has spoken to Supervisor Scray, explaining it is possible to pay down debt early and she will be reviewing what is available. She proposes a 5 year capital improvement plan which would lay out anticipated spending and capital outlay projects. She also suggested consideration of an enabling resolution.

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to refer to staff to develop and implement a policy related to paying down debt early and savings associated with it. MOTION APPROVED UNANIMOUSLY

Appointments:

6. **Appointment of Supervisor Bill Clancy to Facility Master Plan Subcommittee:**

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to approve. MOTION APPROVED UNANIMOUSLY

General Fund Transfer:

7. **District Attorney – Budget Adjustment Request (#09-152):
Interdepartmental Reallocation or Adjustment including Reallocation from
the County's General Fund:**

Susan Tilot explained that the reason for this budget adjustment request is that the DA's office is over budget in temporary replacement help and contracted services-law intern due to medical leave, a retirement, and a vacated position. In addition, professional services is over budget due to greater than anticipated requests for transcripts of court hearings, medical records requests, translators, subpoenaed bank records, and storage of a vehicle as evidence for trial. The request is for a total of \$9,350.

Motion made by Supervisor Schuller and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY

Housing Authority:

8. **Update re: Requested Report "Other Assisted Housing Charts":**
Reports from the Brown County Housing Authority were available for review as related to a request at the last meeting for the number of assisted housing units by type for counties with populations similar to Brown County; the percentage of total housing units for these same counties; and numbers and percentages of other assisted housing for the most populous counties in Wisconsin.

Supervisor Nicholson asked that Housing Administrator, Robyn Hallet, be present at the next meeting to address the reports personally.

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to refer to the June meeting and invite Robyn Hallet, Housing Administrator, to attend. MOTION APPROVED UNANIMOUSLY

Child Support:

9. **Budget Status Financial Report for March 2010:**
Jackie Scharping explained that savings have been realized in most expenditure categories, adding that Child Support funding is based on a Federal fiscal year beginning October 1st.

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY

10. **Request for Proposal for Process Service Provider:**
An RFP to recruit a process service provider was distributed to members for review. Ms. Scharping explained that in accordance with Wisconsin statutes, certain legal actions require personal service of documents on participants. The agency generates approximately 10-15 legal actions per day which require personal service. It is most effective to deal with one provider to ensure good service, she stated. The present provider chose not to renew their contract when it ended April 6, 2010. Approval of the RFP by this committee will then go on to the County Board for their review and approval.

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to approve and forward to the County Board.

MOTION APPROVED UNANIMOUSLY

Corporation Counsel:

11. **Resolution re: Change in Table of Organization Corporation Counsel:**
HR Director, Deb Klarkowski, explained that the current Table of Organization has one FT Assistant Corporation Counsel and two PT Assistants. Due to the recent resignation of one PT Assistant, the Department has reviewed their current structure and is requesting to eliminate the two PT Assistants and create one FT Assistant which would result in two FT Assistant Corporation Counsels.

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to approve. MOTION APPROVED UNANIMOUSLY

Treasurer:

12. **Budget Status Financial Report for March 2010:**
Mary Reinhart, Deputy Treasurer, reported that interest income is considerably under budget. This is due to significant interest rate reductions by the Federal Reserve. Expenditures are below budget with a positive variance of \$203,935.

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

13. **Treasurer's Financial Report for the Month of March:**

Motion made by Supervisor Tumpach and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

14. **Director's Report:**

- a. **LEAN Management Award:**
Ms. Reinhart reported that the Treasurer's Office participated in a LEAN Management kaizon last September which proved to be a good exercise into the cash receipting process system for the new financial package recently implemented by the County.

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

Information Services:

15. **Budget Status Financial Report for March 31, 2010:**
Robert Heimann reported that because of software licensing expenses, the operations and maintenance costs run higher in the early months but will average throughout the year. Although an April report was available, as it was not on the agenda it was held until the June meeting.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

16. **Director's Report:**

Mr. Heimann highlighted activities from his written report in packet material.

- The new Unified Communications System (VoIP) continues as a key 2010 technology initiative. Brown County locations which have moved to the new system include the Sophie Beaumont building, Land Conservation and UW Extension. The Museum is scheduled for conversion on May 19th. 1,100 phones have been installed with another 500 to go.
- Software for the new County wide video recorder system for security cameras was installed on servers in February.
- IS continues to support the efforts underway for the current phase of the Enterprise Resource Planning financial software implementation.
- IS Dept is working with ADRC and Child Support to find the correct software solution that will allow scanning of their paper files to an electronic imaging system.
- Equipment is arriving to create a technology disaster recovery network.
- The IS Department is working with the Library and their software vendor in building the hardware infrastructure for their new software.

Mr. Heimann reported a large increase in incoming spam between March and April which he will be monitoring.

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY

Dept of Administration:

17. **Budget Status Report for March 2010:**

Year to date savings in salaries and fringe is partially due to vacancies in the Finance Manager and Purchasing Manager positions. Operations and maintenance is slightly over budget due to the purchase of VoIP phones in February.

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

18. **2010 Budget Adjustment Log and Grant Application Approval Log:**

Motion made by Supervisor Tumpach and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

19. **Input from Brown County Purchasing Department re: Requiring a new Request for Proposal (RFP) at least every three years for service-related contracts:**

Cheryl Corbelle, newly hired Purchasing Manager, addressed the suggestion that Brown County require a new RFP at least every three years for service related contracts. She stated that an RFP takes an average of 35 purchasing hours and 3 to 5 committee members an additional 70 hours, or a total cost of approximately \$4,800 and 105 labor hours. Administration recommends that each Brown County contract be assessed at least every 3 years for its legitimacy to go through the RFP process. In determining legitimacy, the savings should net \$2,350 annually which would outweigh the cost of conducting an RFP.

Corbeille stated there may be situations where continuing the agreement for an additional 2 or more years may be the best choice for the County, giving examples such as food, laundry and medical services at the jail, operating and maintenance of Gas to Energy Facility at East Landfill, operation and hauling at the Transfer Station, hauling recyclables, auditing services, and EAP program.

Although a tedious process, Supervisor Krueger suggested that ordinances be reviewed from time to time, suggesting the creation of a work group to conduct this task.

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to refer to staff to coordinate work group.

MOTION APPROVED UNANIMOUSLY

20. **Director's Report:**

Ms. Corbeille indicated that she has been only nine days on the job, stating that in the future she will provide a written report. Supervisor Andrews has requested a quarterly report on the state of the budget and she will provide that.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

Human Resources:

21. **Budget Status Financial Report for March 2010:**

All cost categories are within budget.

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

22. **Human Resources Activity Report for April 2010:**

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to receive and place on file. MOTION APPROVED UNANIMOUSLY

23. **Director's Report:**

No Report/No Action

Facility & Park Management:

24. **Budget Status Financial Report for March 2010:**

Bill Dowell reported that expenses are at 18.34% of annual budget, with revenues sufficient to cover expenses.

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

25. **Budget Adjustment Request (#10-47): Interdepartmental Reallocation or Adjustment (including Re-Allocation from the County's General Fund):**

Bill Dowell explained that this adjustment is necessary to distribute grant and operational funds from Facility Management to the Sheriff's Department and to Human Services for the purchase of three 2010 hybrid vehicles as part of Brown

County's Sustainability Plan for Vehicles. Hybrid-gasoline comparisons were provided in packet material with the end recommendation being to purchase the 2010 Prius. (Information from Consumer Reports regarding new cars attached.)

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to approve. MOTION APPROVED UNANIMOUSLY

26. **Resolution re: Increase Dog License Tax:**

Corporation Counsel, John Luetscher, explained that approval of this resolution will increase the fee for a neutered male or spayed female from \$3.30 to \$3.50, for a un-neutered or un-spayed female from \$8.30 to \$8.50, and from \$36.00 to \$36.50 for multiple dog licenses (kennels) in order to help pay the costs of administering the dog license program.

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to Approve. MOTION APPROVED UNANIMOUSLY

27. **Director's Report:**

Mr. Dowell distributed a list of major projects and their status (attached). Discussion of the maintenance of the brick walkway at the Arena will be further discussed with PMI. It has been suggested to use colored concrete instead of brick.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

County Clerk:

28. **Budget Status Financial Report for February & March 2010:**

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to receive and place on file. MOTION APPROVED UNANIMOUSLY

Other:

29. **Audit of Bills:**

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to approve audit of bills. MOTION APPROVED UNANIMOUSLY

30. **Such Other Matters as Authorized by Law: None**

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to adjourn at 6:35 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel,
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, May 17, 2010
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS PRESENT: Darlene Hallet- Chair, Michael Welch-Vice Chair, Paul Kendle, Rich Aicher

MEMBERS EXCUSED: Tom Diedrick

MEMBERS ABSENT: None.

OTHERS PRESENT: Robert Strong (arrived 3:15 p.m.), Robyn Hallet, Noel Halvorsen (arrived at 3:20 p.m.), DonElla Payne, Matt Roberts, Chip Law

APPROVAL OF MINUTES:

1. Approval of the minutes from the April 19, 2010, meeting of the Brown County Housing Authority.

A motion was made by M. Welch and seconded by P. Kendle to approve the minutes from the April 19, 2010, meeting of the Brown County Housing Authority. Motion carried.

ELECTION OF OFFICERS:

R. Hallet stated that D. Hallet would be stepping out of the position of Chair and M. Welch would be stepping out of the position of Vice Chair. Based on the rotation that the Authority has followed in the past, M. Welch would now fill the role of Chair and P. Kendle would fill the role of Vice Chair.

R. Hallet called for nominations for Chair.

R. Aicher nominated M. Welch for Chair.

R. Hallet called two additional times for any other nominations for Chair. There were none.

A motion was made by P. Kendle and seconded by R. Aicher to close the nominations. Motion carried.

Chair M. Welch called for nominations for Vice Chair.

D. Hallet nominated P. Kendle for Vice Chair.

M. Welch called two additional times for any other nominations for Vice Chair. There were none.

A motion was made by D. Hallet and seconded by R. Aicher to close the nominations for Vice Chair. Motion carried.

COMMUNICATIONS:

2. Letter from U.S. Department of Housing and Urban Development dated April 29, 2010, notifying the BCHA that it's final SEMAP score is 100% for fiscal year ending 12/31/2009.

R. Hallet stated that several months ago the Authority was informed that the SEMAP was 100% and this letter is confirmation from HUD of that SEMAP score.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
D. Payne stated that there were 155 preliminary applications for the month of April.
 - B. Housing Assistance Payments
D. Payne stated that the HAP for the month of April was \$1,008,594.00
 - C. Housing Assistance Unit Count
D. Payne stated that the unit count for April was 2,732.
 - D. Housing Quality Standard Inspection Compliance
M. Roberts stated that the initial inspection pass was at 38.70%, the pass re-evaluation was at 31.36%, and the fail rate dropped to 29.94%.
 - E. Housing Choice Voucher Administrative Costs and HUD 52681B
C. Law stated that there is a significant shift because of the FSS funding that came through for the two positions, which shifted everything as far as administrative dollars being spent. We are \$42,692.00 under budget through April.
 - F. Portability Activity
D. Payne stated that there were 49 port-outs in April, in the amount of \$40,695.00, and 21 port-ins in the amount of \$7,687.00.
 - G. SEMAP Monitoring Report
D. Payne stated that the SEMAP is still high. It was at 99% for April.
 - H. Report of the Housing Choice Voucher Family Self-Sufficiency Program.
D. Payne stated that there were 104 clients in the month of April. There were 40 escrow accounts through April. There was 1 graduate in April. There were six new contracts established.
 - I. Report on the Housing Choice Voucher Home Ownership Option.
D. Payne stated that we have 97 homeownership clients in April. One graduated and two had payments abated for not getting back to us with their annuals.

J. VASH Reports

D. Payne stated that this is the report for the Veterans. We had 1 in April.

K. Report on Langan Investigations Criminal Background Screening and Fraud Investigations

D. Payne stated that there were 7 investigations that remain open for the month of April. There is still 1 investigation from February that remains open and is continuing to be worked on.

R. Hallet asked that item 4 be postponed until N. Halvorsen arrives and then take items 4, 7, and 8 together.

A motion was made by D. Hallet and seconded by R. Aicher to postpone those items until N. Halvorsen arrives and then take them together. Motion carried.

NEW BUSINESS:

5. Discussion and direction on use of data collected on new optional residency questionnaire for HCV applicants requesting how long they've lived in Brown County and why they've chosen to live in Brown County.

R. Hallet stated that for awhile there has been the perception that this program is drawing people from outside of the county and into this area. She has been considering if we should somehow obtain information regarding where applicants are moving from so we can gauge if that perception is accurate or not. She has put together a form to collect this data which is included in the agenda packet. She did contact HUD and some folks from Fair Housing at HUD to see if they had any concerns with us collecting this information. No one from HUD expressed any real concern but did give some suggestions for modifying the form. When we went to the Administrative Committee meeting last month we did explain that we would start using this form and afterwards, a county supervisor who was part of the audience, approached us and stated that it might not be wise to make policy based on information that is collected on an optional form. That is what prompted her to speak with HUD but HUD did not have any problem with this. Up until now we had thought of attaching this to the preliminary application so whether someone is denied or not, the form would be filled out. It was later suggested that perhaps we would only want people who are offered a voucher fill out the form.

D. Hallet suggested that this may make sense because if they are not eligible, we don't need the information.

R. Aicher stated that the primary reason that we look for this kind of information is so that we can understand who is applying for the program even if they are not approved. People have opinions about who is applying and where they come from so if we have actual data that shows this information, it gives us some anecdotal information we can share.

R. Hallet stated that what we have been doing, and what we think is the best way to do this, is to detach this form from the rest of the application so that we are not

associating that information to whether or not they are being approved. We clearly state on the form that the information will not be used to determine eligibility. We can't base a person's residency on how long they have lived here and we don't want to give the perception that we are.

R. Aicher questioned if we have the choice to make this form optional or mandatory or is this the way it must be.

R. Hallet responded that because we can't base their residency on how long they've lived here, it was her conclusion that the form must be optional.

P. Kendle stated that requiring it would lose the anonymity component.

R. Aicher stated that it tells us a lot if we know who is applying for the program and how long they've been in the community, whether they are approved or not. If we see lots of applicants have been in the community a month or less it probably tells us that people are moving here and applying for assistance.

M. Welch stated that with the form being optional it would be good to track how many forms are given out compared to how many are received back. It would be interesting to know the completion percentage.

R. Aicher stated that it might make sense to do this for a trial period and then reevaluate to determine if this should be ongoing.

R. Strong stated that with the form being optional we do have to be careful what we use the information for and how it effects our policy decisions here. We will need to determine how we will use the data. He doesn't mind sharing what we learn with HUD and maybe even Washington to show them what is happening in Brown County.

R. Hallet shared some statistics based on responses that have been received since we started to use the form. From April 28, 2010, through May 5, 2010, we collected 15 surveys. Thirteen of the surveys indicated that the applicants are currently living in Brown County. The average length of time for those respondents was 12 years in Brown County. That is positive, showing that most are long term residents. Of those that responded that they did live in Brown County, the 3 shortest lengths of time reported were one month, half a year, and one and half years. The places that they have moved from include River Rouge, MI; Grand Rapids, MI; Chicago, IL; and Oconto County. One of those individuals previously lived in Brown County in 2008 and prior to that lived here for 8 years. The biggest reason that people moved here was family living in the area. Next was a tie between jobs and low crime rates. The other reasons were schools, availability of housing units, adult education opportunities, environment, friendliness of people living here, and community involvement opportunities.

R. Aicher questioned what percentage of applicants filled out the form.

R. Hallet estimated that there would have been 30 to 40 given out in a week's time and we received 15 back. However, there may have been applications that people picked up prior to the form being used and happened to turn their application in that week.

M. Welch asked how the data is being tracked.

R. Hallet stated that she has not decided yet but is open to suggestions.

M. Welch stated that the County might have Survey Monkey that could be used to enter online.

R. Hallet stated that she has heard of Survey Monkey and could look into it but doesn't know if that requires the survey to be completed on line or if we would have to enter each response ourselves on line, which could be time consuming.

R. Aicher suggested that we move forward with the form. He would want to limit the amount of time. He doesn't feel we can answer how we would use the data yet. It would depend on how many forms are given out and how many are returned.

A motion was made by R. Aicher and seconded by D. Hallet to approve using the new optional residency questionnaire for HCV applicants requesting how long they've lived in Brown County and why they've chosen to live in Brown County for a trial period of 90 days (May, June, July). Motion carried.

A motion was made by P. Kendle and seconded by D. Hallet to take item 4 at this time. Motion carried.

R. Hallet asked if instead, could we take item 6 next and then address items 4, 7, and 8 together. The ICS staff would like to leave after item 6.

The Authority agreed that would be fine.

6. Discussion and approval of Catholic Charities' proposed cost for Homeownership Counseling of Housing Choice Voucher Homebuyers.

R. Hallet stated that several months ago Catholic Charities requested to be an approved homebuyer counselor for the Housing Choice Voucher Homebuyers, which the Authority did approve. At that time the Authority asked them how much they would charge for that cost and today's discussion is to address that. Catholic Charities has indicated that they would charge \$500 per participant. On the back side of the letter from them, you will see justification for that. They have broken it down indicating specifically the services provided to the client, how many hours and the cost. Catholic Charities believes that Homeownership Counseling often starts well before a participant is thinking about owning a home, when they are working with Catholic Charities on budget counseling. When their finances are in a state that they could conceivably obtain a mortgage, Catholic Charities would formally start the homebuyer education. Post purchase counseling has also been rolled into this. Additionally, there is a cost for supplies and printing. The total for

all of their costs per client is well above the \$500 that they are requesting reimbursement for. It was hard for Catholic Charities to estimate how many clients they would actually have in a year since they are just starting out. Right now they have estimated that it would be anywhere from one to five clients.

N. Halvorsen stated that they charge about \$500 per client also. They are funded about \$8,000 for this program and then they draw from those funds based on timesheets and direct costs.

R. Strong stated that he would like to see a cap on this so that it is not unlimited. If they use the funds that are approved they could come back and ask for more.

R. Hallet stated that Catholic Charities has clients that they are working with already for budget counseling and have built a rapport with them so this will make everything flow smoother for the transition into homeownership.

N. Halvorsen stated that he doesn't think they have ever had more than 14 clients in a year.

R. Strong stated that we should execute a contract with Catholic Charities saying that if they want to provide this service we would give them \$500 per family that they counsel and we would cap it at a certain amount of money. They are estimating a maximum of 5 clients so a \$2,500 cap would be reasonable.

A motion was made by D. Hallet and seconded by R. Aicher to approve the Catholic Charities' proposed cost for Homeownership Counseling of Housing Choice Voucher Homebuyers of \$500 per client subject to a maximum of 5 clients per year/\$2,500 total. Catholic Charities should request that this contract be renewed after 5 participants/\$2,500. Motion carried.

OLD BUSINESS:

4. Discussion and action regarding request of Mutual Housing Association of Brown County to retain the repaid HOME funds currently accumulated as well as anticipated collections through December 31, 2010.

N. Halvorsen explained the request. The attachment in the agenda packet was provided to show what the money would be used for over the next year. He stated that Mutual Housing Association (MHA) is in the process of working with NeighborWorks® Green Bay to have them take over ownership of its properties. The only other thing on the books for MHA is receivables for three loans from homebuyers. They would like to not have these assets on their books come the end of June. They looked at the expenditures of the MHA over the course of a year and based on some of those expenditures from 2009 and a bit of forecasting, he prepared a draft budget. MHA doesn't have any sort of staff or accountant so they hire someone to do their bookkeeping. Insurance was listed at \$3,000 and that is about \$1,000 higher than normal but he thought that there might be another year of coverage that would be necessary to extend beyond the last day of business. Legal is a complete estimate. There could be 0 costs or there could be significantly more than \$5,000. He does not know what it would take to wrap up a

corporation as he has not been part of that process before. Other/miscellaneous is listed as \$5,000 for surprises that might come up during this process. The \$37,600.00 is a not to exceed amount.

R. Aicher clarified that the 3 loans that were mentioned as assets are properties owned by individuals and that the MHA has taken mortgages on the properties so those homeowners are making a payment or have a future obligation for a payment back to the MHA.

N. Halvorsen stated that is correct.

R. Aicher asked if those 3 properties were listed in this consolidation.

N. Halvorsen stated no they are not. They are not part of the consolidation. MHA's Homebuyer Assistance Program made these GAP second loans. The outstanding balance between the three loans is \$130,000.00 and they have favorable rates.

R. Hallet confirmed that one of the loans is at a 3% rate and the other two are at 5.5%.

R. Aicher asked if these are monthly payment loans.

N. Halvorsen responded yes. Bank Mutual has two of the loans and Citizens Bank has the other loan.

R. Strong stated that is separate from what we are talking about here.

N. Halvorsen explained that the payments received on the loans is what we are talking about retaining. MHA is stating that these are repaid CHDO funds and are asking that BCHA let MHA keep them for our operating expenses for this year.

R. Strong stated that it is allowable to do this since it is for a project cost.

A motion was made by P. Kendle and seconded by R. Aicher to authorize Mutual Housing Association of Brown County to retain the repaid HOME funds not to exceed \$37,600.00 and utilize those funds to unwind the organization with the stipulation that an accounting record is kept against the budget proposal document so that the Authority can see how the funds were used.

N. Halvorsen stated that the logical termination date for all the business would be the end of 2010, and then a final 2010 audit could be done in the spring of 2011. The final resolution of everything would then be July of 2011.

M. Welch took a vote on the motion. Motion carried with all members voting in favor of the motion except D. Hallet who abstained.

NEW BUSINESS:

7. Discussion and possible action on the request by NeighborWorks® Green Bay and Mutual Housing Association of Brown County to approve a rental housing consolidation plan that includes the transfer of assets and liabilities (including loans from the BCHA) from MHA to NeighborWorks® Green Bay, the subordination of BCHA loans to new conventional financing, and the restructuring of BCHA hard and soft debt.

N. Halvorsen stated that some of these properties had a first mortgage loan from WHEDA and WHEDA had a 10% minimum prepayment penalty, so we were looking at a \$47,000.00 prepayment penalty. That has now been reduced to a 1% prepayment penalty and is \$4,700.00. He assured WHEDA that they would be able to afford that one. He explained that they would like the Authority to approve the consolidation assumption of the properties including their associated liabilities, specifically the loans from the BCHA and to agree to consolidate and subordinate those loans with the new financing not to exceed what the Authority is already sitting behind with their deferred loans. The properties with BCHA financing that would be affected are 145-151 N. Ashland (Green Bay), 747 Elm Street (De Pere), 1838 Oak Hill Drive (Pittsfield), 3066 Wedge Court (Green Bay), and 726 N. Broadway (De Pere).

R. Aicher asked if in the future, N. Halvorsen could provide the approximate value of the properties.

N. Halvorsen explained that at 145-151 N. Ashland the total of the BCHA loans are \$36,432.54 and they are proposing that this be put into a consolidated loan for that amount as a deferred payment, no interest loan due upon sale or transfer of property. There will be a new \$135,000 first mortgage loan at this property, consistent with the current first mortgage loan.

N. Halvorsen stated that 747 Elm Street is a rehab that didn't go forward. It was decided to raze the house and build a new one. The Authority has made a number of loans on this property. There is a loan of \$78,550 outstanding. There are four deferred payment, no interest loans in the amounts of \$100,000.00, \$12,500.00, \$37,500.00 and \$11,800.00. The total of the BCHA loans comes to \$240,350.00. The proposal is to refinance the \$78,550.00 with another party and take the BCHA off that loan. Then the balance of \$160,000.00 of soft debt on the property we would ask that the Authority consider taking \$80,900.00 as a deferred payment, no interest loan due upon sale or transfer of property and then take the additional \$80,900.00 as the same structure but it would be forgiven after 10 years. N. Halvorsen explained the reason they are asking for that loan to be forgiven is because there is more debt on this property then it will ever be worth. If they were ever in spot where they had to sell it they would have to ask the BCHA to take a loss on it. They are taking 1/3 of the debt owed to the BCHA and are going to finance it differently and in turn, agree to operate this for at least another decade and then after that the 2nd obligation would go away, there would be a chance that if it were sold, they would break even.

R. Aicher stated that if this were the only property in the portfolio this would make more sense. If you look at the entire schedule, the property on Ashland has more than \$80,000.00 of equity there so what happens to that equity when Ashland is sold someday. Why should the Authority eat \$80,000.00 now and then not have the advantage of taking the \$80,000.00 back on a property where there is equity. If there is going to be a restructure, why wouldn't the Authority want this restructured in a way so that the liens are more proportionately spread out among all the assets here.

N. Halvorsen stated that he hears what is being said but with a lot of these properties, the loans were structured with some soft debt in them, conventional financing, and a grant. There is a sink up at the front end of the projects where either this Authority or the Redevelopment Authority would put up dollars that actually got granted into the project and sunk. It never stayed on the property as debt afterwards. There are two exceptions to this in all the properties he has dealt with through MHA and NeighborWorks® Green Bay over the years. One is New Franken and the other 747 Elm Street. For these two projects, for some reason, all project costs that came in, in the form of subsidies from public authorities came in as debt. They shouldn't have been done that way. The \$80,000.00 should have been a grant. He understands R. Aicher's point but he is trying to put something in place now so this is something that has to be wrestled about later. A decade is a long time to commit to holding it and it is going to be over the company's head for that period of time.

P. Kendle stated that there is part of him that feels we created this mess so we should just eat the \$80,000.00. He understands what R. Aicher is saying about covering the \$80,000.00 with the overall portfolio but that gets a little tricky when you try to do that. Each property needs to stand on its own. We may take a loss on this money eventually so it might be best to take the loss now and clean this up.

N. Halvorsen stated that 1838 Oak Hill Drive (Pittsfield) has three deferred, no payment loans in the total of \$65,327.02. The proposed structure is a deferred payment, no interest loan of \$141,800 that would be due on sale or transfer. BCHA approved a new loan to take out the current first mortgage in 2008 and has recorded the lien, but the loan has not been made to date because it was part of the WHEDA financing. At closing that loan would finally be wrapped up into a single obligation.

N. Halvorsen stated that 3066 Wedge Court has a deferred payment, no interest loan of \$22,420.00. They are proposing that this would remain a deferred payment, no interest loan and would be due on sale or transfer. NeighborWorks® Green Bay would have a new \$79,000.00 first mortgage on this property, which is slightly less than the current balance of approximately \$83,000.00.

N. Halvorsen stated that 726 N. Broadway (De Pere) has five deferred loans in the total amount of \$112,589.86. The proposed structure is to have those all rolled up into one deferred payment, no interest loan of \$112,589.86, which would be due upon sale or transfer.

R. Strong questioned if there was anything in the programs involved with the loans that would prevent us from consolidating these into one deferred loan.

N. Halvorsen stated that he had asked M. Schampers about that and he didn't think that there was anything that would prevent them from being a single note/mortgage. There just has to be a tie to a separate schedule showing what portion of each loan belongs to which account.

N. Halvorsen stated that the anticipated closing date for the consolidations would be June 30, 2010.

A motion was made by P. Kendle and seconded by R. Aicher to approve the request by NeighborWorks® Green Bay and Mutual Housing Association of Brown County to approve the submitted rental housing consolidation plan that includes the transfer of assets and liabilities (including loans from the BCHA) from MHA to NeighborWorks® Green Bay, the subordination of BCHA loans to new conventional financing, and the restructuring of BCHA hard and soft debt. Motion carried. Motion carried with all members voting for the motion except D. Hallet who abstained.

8. Discussion and possible action regarding use of future receivables on HOME loans.

R. Hallet stated that she hadn't included the handout that N. Halvorsen had given her with the agenda because there was to be discussion on this between N. Halvorsen, R. Strong, and herself, which didn't take place until after the agenda was sent out. She provided copies at this time.

N. Halvorsen stated that there are three borrowers that currently have loans from the MHA, which total approximately \$130,000 in outstanding principal. The borrowers make payments to their first mortgage lender who in turn forwards the monies to MHA on a quarterly basis. The proposal is to assign the loans to NeighborWorks® Green Bay and then we would collect the quarterly payments. As these are repaid CHDO funds, they are proposing to retain 50% of the proceeds for operation as a CHDO and the balance of the receipts would be restricted for use in making new loans to homebuyers within Brown County, but outside the City of Green Bay. For convenience, these would be funds for the Housing Choice Voucher Homeownership Option Program. In the event of a payoff of one of the notes, NeighborWorks® Green Bay would retain \$5,000 of the payoff amount for CHDO operations and restrict the balance for the loan program. There is an alternate proposal, which would be the same as above, but if the loan fund balance should exceed \$20,000 (i.e. a payoff has been received), NeighborWorks® Green Bay may elect to make loans to Brown County Homeowners outside of the City of Green Bay to effect energy, water, or sanitary home improvements either as deferred payment loans, no interest seconds, or as below-market rate, fully amortizing second mortgage loans subject to HOME eligibility guidelines. If there is just a little money that comes in, they would make them voucher dollars for homeownership. If we received \$30,000 they could, for example, use the funds to make loans to help someone with a failing septic system

or with home improvements, accessibility modifications, or whatever else that would be eligible.

N. Halvorsen stated he and R. Strong had a conversation about this request. R. Strong said that he knows the CHDO regulations allow retention of 50% and he asked for clarification that what is being proposed is that if \$10,000 is collected in a year, NeighborWorks® Green Bay would keep \$5,000 of it for unrestricted operations. N. Halvorsen stated that he replied that yes he is. This is something that is allowable and is something that MHA did not do and could have negotiated for with the Authority. It doesn't reflect the actual cost of delivering the service. The actual costs for processing the checks and do all this is hundreds of dollars per year.

R. Strong stated that he is not one to say that they get half the money just because they are a CHDO, but that is up to the Authority, and that is why he asked N. Halvorsen to bring in the estimated actual costs of what it is going to cost per year and that could be taken out of the proceeds and retained for those costs. This money is repaid HOME funds and the Authority has the right to decide how it wants to use it. He doesn't have a problem with rolling those funds into being used again to make new loans to homebuyers, which is a good program. As far as the sale of a property, his feeling is that money should come back to the Authority and the Authority can give it out to NeighborWorks® Green Bay or any other entity that it feels is appropriate. N. Halvorsen is requesting to take the money and put it back into a program and then the Authority won't have to go through the process of soliciting proposals. There are some benefits from not having to go through an RFP and letting the money go back to the agency and let them continue on with the program. These are two options the Authority could choose from.

R. Aicher stated that historically we put the money out, it comes back to us, and we take a look at the next deal and decide from there.

P. Kendle stated that there might be some administrative costs to collecting the money back and there needs to be compensation for those costs. No matter who takes the money, it needs to go back into helping homeowners. We need to decide if we want to take possession of the money and control it or do we want to monitor NeighborWorks® Green Bay and make sure that they control it and put it back out into the community.

A motion was made by R. Aicher and seconded by P. Kendle to have the three loans currently under Mutual Housing Association of Brown County, Inc. be assigned to the Brown County Housing Authority and we ask the servicing banks to submit their quarterly payments to the Housing Authority to be receipted into the proper accounts.

R. Hallet asked if the motion included the 50% proceeds that they retain.

N. Halvorsen stated that the Authority is telling MHA that we are willing to take ownership of those loans. They would be assigned directly to the Brown County Housing and then NeighborWorks® Green Bay would be out of the loop, but as the

Authority accumulates cash, through our working relationship, NeighborWorks® Green Bay could be informed that there are dollars available for programs and then we could come in and make a proposal.

M. Welch took a vote on the motion. Motion carried with all members voting in favor of the motion except for D. Hallet who abstained.

INFORMATIONAL:

9. Review of assisted housing in similar sized communities, as requested by Administration Committee of the Brown County Board of Supervisors.

R. Hallet stated that the intern, J. Lopez, worked very hard on this project and pulled together a lot of detailed information.

R. Hallet explained that she and R. Strong have attended two of the Administration Committee meetings. At the first meeting they asked for information regarding how many vouchers we have in Brown County compared to other similar sized communities. R. Hallet made the point that they have to consider not only vouchers but other types of assisted housing because we have intentionally made more assisted housing available through vouchers in Brown County rather than investing in public housing and other types of assisted housing. In this data that was compiled, we have included the number of vouchers as well as the number of other types of assisted housing in various communities. One of the charts includes communities throughout the nation that are of comparable size to Brown County. All communities were selected based on having a population of 235,000 to 255,000, which is 10,000 under and above the population of Brown County.

R. Strong stated that there is the belief that we are providing much more housing assistance, far beyond anyone else in the country and this data shows we are right in the middle of the mix.

R. Hallet stated that in addition, we also pulled together comparison of the largest counties in Wisconsin.

R. Hallet stated that when they returned to the Administration Committee to present this information to them, the Committee inquired what composed the other types of assisted housing. One of the charts in the agenda packet has a breakdown of those different types to include Section 236 Housing, new construction/rehabilitation, moderate rehabilitation, low income housing tax credit, etc. The end result is that we are right where we should be in Brown County. This should dispel a lot of myths that we have too many vouchers. We have the number of vouchers that we do intentionally because public housing tends to carry some problems with it.

R. Strong stated that he has asked the Administration Committee that all future information that they need from staff should be directed to the Brown County Housing Authority.

BILLS:

R. Hallet distributed the bills to the Authority.

A motion was made by R. Aicher and seconded by P. Kendle to approve the bills as presented. Motion carried.

FINANCIAL REPORT:

A motion was made by R. Aicher and seconded by P. Kendle to accept the financial report as submitted. Motion carried.

STAFF REPORT:

10. Update on creation of limited term fulltime position to assist Housing Administrator.

R. Hallet stated that the Council did approve the creation of this position. It was posted for a week and we have accepted applications and will begin the interview process.

Chairman Welch adjourned the meeting at 5:01 p.m. Motion carried.

:dr

Brown County Clerk Budget Status Report

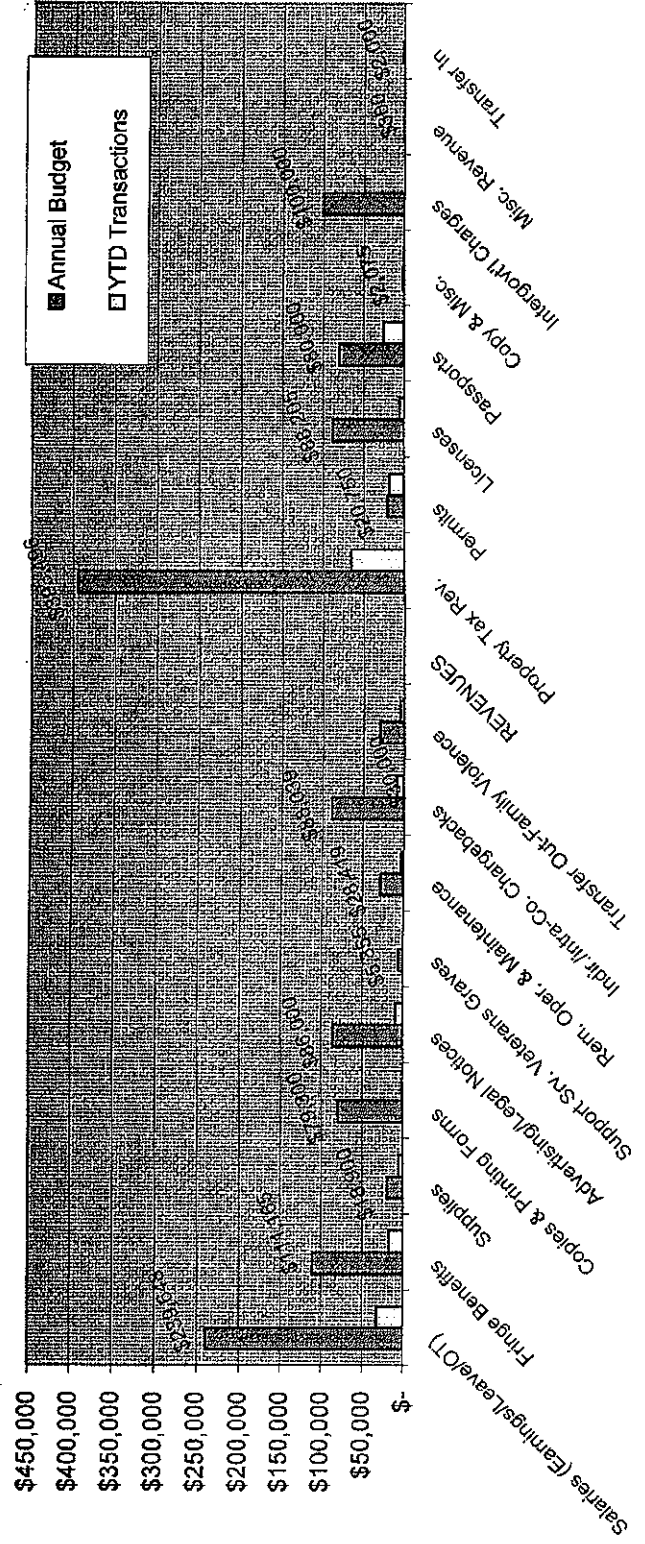
HIGHLIGHTS - Jan.-Apr. of Fiscal Year (33%)

Expenditures: Through the end of April most expenditure category percentages were at or under the fiscal year to date expenditures percentage (33%) of our budget. Increased passport services caused supplies for photo paper and postage to be higher than 33%.

Revenues: Most revenue category percentages met expectations. High revenue for Permits is due to Emergency Alarm permit revenues. Passport applications are above average therefore increasing revenues collected through April. Licenses, Intergovernmental Charges, and Misc. Public Charges are down because we haven't reached peak revenue periods yet.

APRIL 2010	Annual	YTD	YTD %
EXPENDITURES	Budget	Transactions	Budget
Salaries (Earnings/Leave/OT)	\$ 238,648	\$ 69,008	29%
Fringe Benefits	\$ 111,165	\$ 34,711	31%
Supplies	\$ 18,900	\$ 7,666	41%
Copies & Printing Forms	\$ 79,300	\$ 2,417	3%
Advertising/Legal Notices	\$ 86,000	\$ 26,109	30%
Support Srv. Veterans Graves	\$ 5,355	\$ -	0%
Rem. Oper. & Maintenance	\$ 28,419	\$ 5,071	18%
Indir./Intra-Co. Chargebacks	\$ 88,039	\$ 27,879	31%
Transfer Out-Family Violence	\$ 30,000	\$ 10,000	33%
REVENUES			
Property Tax Rev.	\$ 393,496	\$ 131,165	33%
Permits	\$ 20,750	\$ 19,525	94%
Licenses	\$ 88,205	\$ 16,670	19%
Passports	\$ 80,000	\$ 50,217	63%
Copy & Misc.	\$ 2,075	\$ 374	18%
Intergov't Charges	\$ 100,000	\$ -	0%
Misc. Revenue	\$ 300	\$ 51	17%
Transfer In	\$ 2,000	\$ -	0%

County Clerk - April 30, 2010



PRODUCTION *Brown Co* PRODUCTION
Brown County Clerk's Office

From Date: 1/1/2010 To Date: 4/30/2010

Account Number	Adopted Budget	Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 100 GF									
Revenue									
4100 General property taxes	\$393,496.00	\$0.00	\$393,496.00	\$32,791.34	\$0.00	\$131,165.36	\$262,330.64	33%	\$0.00
4400-184 Permits - Work permit	\$2,500.00	\$0.00	\$2,500.00	\$157.50	\$0.00	\$325.00	\$2,175.00	13%	\$0.00
4400-185 Permits - Alarm permits	\$18,250.00	\$0.00	\$18,250.00	\$500.00	\$0.00	\$19,200.00	(\$950.00)	105%	\$0.00
Rollup Account 4400 Permits - Work permit totals	\$20,750.00	\$0.00	\$20,750.00	\$657.50	\$0.00	\$19,525.00	\$1,225.00	94%	\$0.00
4401-191 Licenses - Conservative license fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
4401-192 Licenses - Marriage License	\$87,605.00	\$0.00	\$87,605.00	\$7,090.00	\$0.00	\$16,615.00	\$70,990.00	19%	\$0.00
4401-193 Licenses - Domestic partnership	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$55.00	\$545.00	9%	\$0.00
Rollup Account 4401 Licenses - Conservative license fees totals	\$88,205.00	\$0.00	\$88,205.00	\$7,090.00	\$0.00	\$16,670.00	\$71,535.00	10%	\$0.00
4600-190 Charges and fees - Passport	\$80,000.00	\$0.00	\$80,000.00	\$8,504.18	\$0.00	\$50,216.92	\$29,783.08	63%	\$0.00
4601-042 Sales - Copy machine use	\$1,025.00	\$0.00	\$1,025.00	\$80.25	\$0.00	\$359.25	\$665.75	35%	\$0.00
4601-196 Sales - Directory	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$474	\$895.26	1%	\$0.00
4601-197 Sales - Map	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Rollup Account 4601 Sales - Copy machine use totals	\$1,925.00	\$0.00	\$1,925.00	\$880.25	\$0.00	\$363.99	\$1,561.01	19%	\$0.00
4600 Miscellaneous public charges	\$150.00	\$0.00	\$150.00	\$5.00	\$0.00	\$10.00	\$140.00	7%	\$0.00
4700 Intergovt charges	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0%	\$0.00
4800 Miscellaneous	\$300.00	\$0.00	\$300.00	\$33.00	\$0.00	\$51.00	\$249.00	17%	\$0.00
9002 Transfer in	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%	\$0.00
Revenue Totals	\$686,826.00	\$0.00	\$686,826.00	\$49,241.27	\$0.00	\$218,002.27	\$468,823.73	32%	\$0.00
Expense									
5100 Regular earnings	\$236,640.00	\$0.00	\$236,640.00	\$17,652.85	\$0.00	\$66,888.22	\$171,751.78	28%	\$0.00
5102-100 Paid leave earnings - Paid Leave	\$0.00	\$0.00	\$0.00	\$587.84	\$0.00	\$1,943.38	(\$1,943.38)	+++	\$0.00
5103-000 Premium - Overline	\$1,008.00	\$0.00	\$1,008.00	\$60.76	\$0.00	\$176.84	\$831.16	18%	\$0.00
5109-100 Salaries reimbursement Short term disability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5110-100 Fringe benefits - FICA	\$17,528.00	\$0.00	\$17,528.00	\$1,333.90	\$0.00	\$5,019.93	\$12,508.07	29%	\$0.00
5130-110 Fringe benefits - Unemployment compensation	\$362.00	\$0.00	\$362.00	\$0.00	\$0.00	\$0.00	\$362.00	0%	\$0.00

PRODUCTION *Brown Co* PRODUCTION
Brown County Clerk's Office

From Date: 1/1/2010 To Date: 4/30/2010

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
5110-200 Fringe benefits - Health insurance	\$60,973.00	\$0.00	\$60,973.00	\$4,826.03		\$0.00	\$19,376.34	\$41,596.66	32%	\$0.00
5110-210 Fringe benefits - Dental Insurance	\$4,152.00	\$0.00	\$4,152.00	\$383.08		\$0.00	\$1,537.40	\$2,614.60	37%	\$0.00
5110-220 Fringe benefits - Life Insurance	\$715.00	\$0.00	\$715.00	\$58.15		\$0.00	\$209.50	\$505.50	28%	\$0.00
5110-230 Fringe benefits - Disability Insurance	\$2,041.00	\$0.00	\$2,041.00	\$267.35		\$0.00	\$765.12	\$1,275.88	36%	\$0.00
5110-240 Fringe benefits - Workers compensation insurance	\$305.00	\$0.00	\$305.00	\$25.42		\$0.00	\$101.64	\$203.36	33%	\$0.00
5110-300 Fringe benefits - Retirement	\$13,238.00	\$0.00	\$13,238.00	\$1,088.54		\$0.00	\$4,047.86	\$9,190.14	31%	\$0.00
5110-310 Fringe benefits - Retirement credit	\$11,851.00	\$0.00	\$11,851.00	\$976.48		\$0.00	\$3,650.09	\$8,200.91	31%	\$0.00
Rollup Account 5110 Fringe benefits FICA totals	\$141,165.00	\$0.00	\$141,165.00	\$8,936.95		\$0.00	\$24,710.68	\$76,454.32	31%	\$0.00
5300 Supplies	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$0.00
5300-001 Supplies - Office	\$6,000.00	\$0.00	\$6,000.00	\$539.62		\$0.00	\$1,913.64	\$4,086.36	32%	\$0.00
5300-003 Supplies - Technology	\$2,800.00	\$0.00	\$2,800.00	\$0.00		\$0.00	\$2,737.00	\$1,631.00	94%	\$0.00
5300-004 Supplies - Postage	\$10,000.00	\$0.00	\$10,000.00	\$952.98		\$0.00	\$3,015.23	\$6,984.77	30%	\$0.00
Rollup Account 5300 Supplies totals	\$18,800.00	\$0.00	\$18,800.00	\$1,492.60		\$0.00	\$7,665.87	\$11,232.13	41%	\$0.00
5303 Copy expense	\$4,700.00	\$0.00	\$4,700.00	\$106.54		\$0.00	\$508.93	\$4,191.07	11%	\$0.00
5304 Printing	\$2,600.00	\$0.00	\$2,600.00	\$93.03		\$0.00	\$281.62	\$2,318.38	11%	\$0.00
5304-100 Printing - Forms	\$72,000.00	\$0.00	\$72,000.00	\$1,252.96		\$0.00	\$1,626.43	\$70,373.57	2%	\$0.00
Rollup Account 5304 Printing totals	\$74,600.00	\$0.00	\$74,600.00	\$1,346.01		\$0.00	\$1,908.05	\$72,691.95	3%	\$0.00
5305 Dues and memberships	\$220.00	\$0.00	\$220.00	\$0.00		\$0.00	\$95.00	\$125.00	43%	\$0.00
5306-100 Maintenance agreement - Software	\$13,169.00	\$0.00	\$13,169.00	\$1,053.94		\$0.00	\$4,215.76	\$8,953.24	32%	\$0.00
5307-100 Repairs and maintenance - Equipment	\$9,200.00	\$0.00	\$9,200.00	\$0.00		\$0.00	\$0.00	\$9,200.00	0%	\$0.00
5310 Advertising and public notice	\$86,000.00	\$0.00	\$86,000.00	\$12,276.29		\$0.00	\$26,109.24	\$59,890.76	30%	\$0.00
5330 Books, periodicals, subscription	\$880.00	\$0.00	\$880.00	\$0.00		\$0.00	\$22.00	\$858.00	3%	\$0.00
5340 Travel and training	\$2,300.00	\$0.00	\$2,300.00	\$17.60		\$0.00	\$297.68	\$2,002.32	13%	\$0.00
5370 Support Services	\$5,355.00	\$0.00	\$5,355.00	\$0.00		\$0.00	\$0.00	\$5,355.00	0%	\$0.00
5395 Equipment - nonoutlay	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	+++	\$0.00
5505 Telephone	\$2,700.00	\$0.00	\$2,700.00	\$43.90		\$0.00	\$440.51	\$2,259.49	16%	\$0.00
5600 Indirect cost	\$57,708.00	\$0.00	\$57,708.00	\$4,808.00		\$0.00	\$19,236.00	\$38,472.00	33%	\$0.00

PRODUCTION *Brown Co* PRODUCTION
Brown County Clerk's Office

From Date: 1/1/2010 To Date: 4/30/2010

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
5601-100 Intra-county expense - Information services	\$29,323.00	\$0.00	\$29,323.00	\$2,352.54	\$0.00	\$0.00	\$8,106.54	\$21,216.46	28%	\$0.00
5601-200 Intra-county expense - Insurance	\$1,008.00	\$0.00	\$1,008.00	\$84.00	\$0.00	\$0.00	\$336.00	\$672.00	33%	\$0.00
Rollup Account 5601 Intra-county expense - Information services totals	\$30,331.00	\$0.00	\$30,331.00	\$2,436.54	\$0.00	\$0.00	\$8,442.54	\$21,888.46	28%	\$0.00
9003 Transfer out	\$30,000.00	\$0.00	\$30,000.00	\$2,500.00	\$0.00	\$0.00	\$10,000.00	\$20,000.00	33%	\$0.00
Revenue Totals:	\$886,826.00	\$0.00	\$886,826.00	\$49,241.27	\$0.00	\$0.00	\$218,002.27	\$468,823.73	32%	\$0.00
Expenditure Totals:	\$886,826.00	\$0.00	\$886,826.00	\$53,312.64	\$0.00	\$0.00	\$182,660.70	\$504,165.30	27%	\$0.00
Fund Totals: GF	\$0.00	\$0.00	\$0.00	(\$4,071.37)	\$0.00	\$0.00	\$35,341.57	(\$35,341.57)		\$0.00

PRODUCTION *Brown Co* PRODUCTION
Brown County Clerk's Office

From Date: 1/1/2010 To Date: 4/30/2010

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund: 802 Dog License Revenue									
4401 Licenses	\$33,500.00	\$0.00	\$33,500.00	\$0.00	\$0.00	\$0.00	\$33,500.00	0%	\$0.00
Revenue Totals	\$33,500.00	\$0.00	\$33,500.00	\$0.00	\$0.00	\$0.00	\$33,500.00	0%	\$0.00
Expense									
5300-004 Supplies - Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---	\$0.00
5310 Advertising and public notice	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---	\$0.00
5390 Miscellaneous	\$2,500.00	\$0.00	\$2,500.00	\$128.00	\$128.00	\$1,997.20	\$502.80	80%	\$0.00
6805 Payments to districts	\$29,000.00	\$0.00	\$29,000.00	\$0.00	\$0.00	\$0.00	\$29,000.00	0%	\$0.00
9003 Transfer out	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%	\$0.00
Revenue Totals:	\$33,500.00	\$0.00	\$33,500.00	\$0.00	\$0.00	\$0.00	\$33,500.00	0%	\$0.00
Expenditure Totals:	\$33,500.00	\$0.00	\$33,500.00	\$128.00	\$128.00	\$1,997.20	\$31,502.80	6%	\$0.00
Fund Totals: Dog License	\$0.00	\$0.00	\$0.00	(\$128.00)	(\$128.00)	(\$1,997.20)	\$1,997.20		\$0.00

PRODUCTION *Brown Co* PRODUCTION
Brown County Clerk's Office

From Date: 1/1/2010 To Date: 4/30/2010

Revenue Grand Totals:	\$720,326.00	\$0.00	\$720,326.00	\$49,241.27	\$0.00	\$218,002.27	\$502,323.73	30%	\$0.00
Expenditure Grand Totals:	\$720,326.00	\$0.00	\$720,326.00	\$53,440.64	\$0.00	\$184,657.90	\$535,668.10	26%	\$0.00
Grand Totals:	\$0.00	\$0.00	\$0.00	(\$4,199.37)	\$0.00	\$33,344.37	(\$33,344.37)		\$0.00



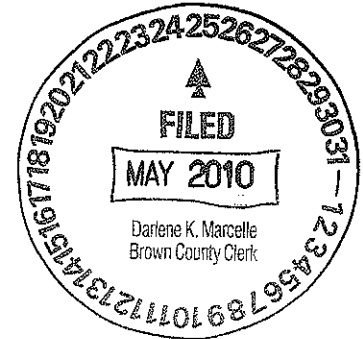
COPY

"Building a community that values, empowers and supports seniors, adults with disabilities and their caregivers"

May 21, 2010

To Whom It May Concern:

Re: Child Labor Work Permits



For several years, the Aging & Disability has been one of the locations where students could obtain work permits in our community. We have enjoyed meeting young people and have been pleased that we were able to provide this service.

However, increasing responsibilities and workload now interfere with our ability to continue providing this service. We need to prioritize serving our consumers and have made the difficult decision to discontinue providing work permits at our facility. Friday, May 28th will be our last day.

Beginning June 1st, we will be referring students to the County Clerk's Office, Room 120 in the Northern Building, 305 East Walnut. It is our understanding that this is the only place in the downtown area where work permits will be available. Their phone number is 448-4000.

If you have any questions, please feel free to contact me.

Sincerely,

Snooky Zuidmulder
ADDLife Center Program Coordinator

✓cc: Darlene Marcelle-Brown County Clerk

Sunny Archambault, Director
300 South Adams Street, Green Bay, WI 54301 • (920) 448-4300
TTY: (920) 448-4335, Fax: (920) 448-4306
BC_Aging_Disability_Resource_Center@co.brown.wi.us



Brown County

Child Support

Budget Status Report

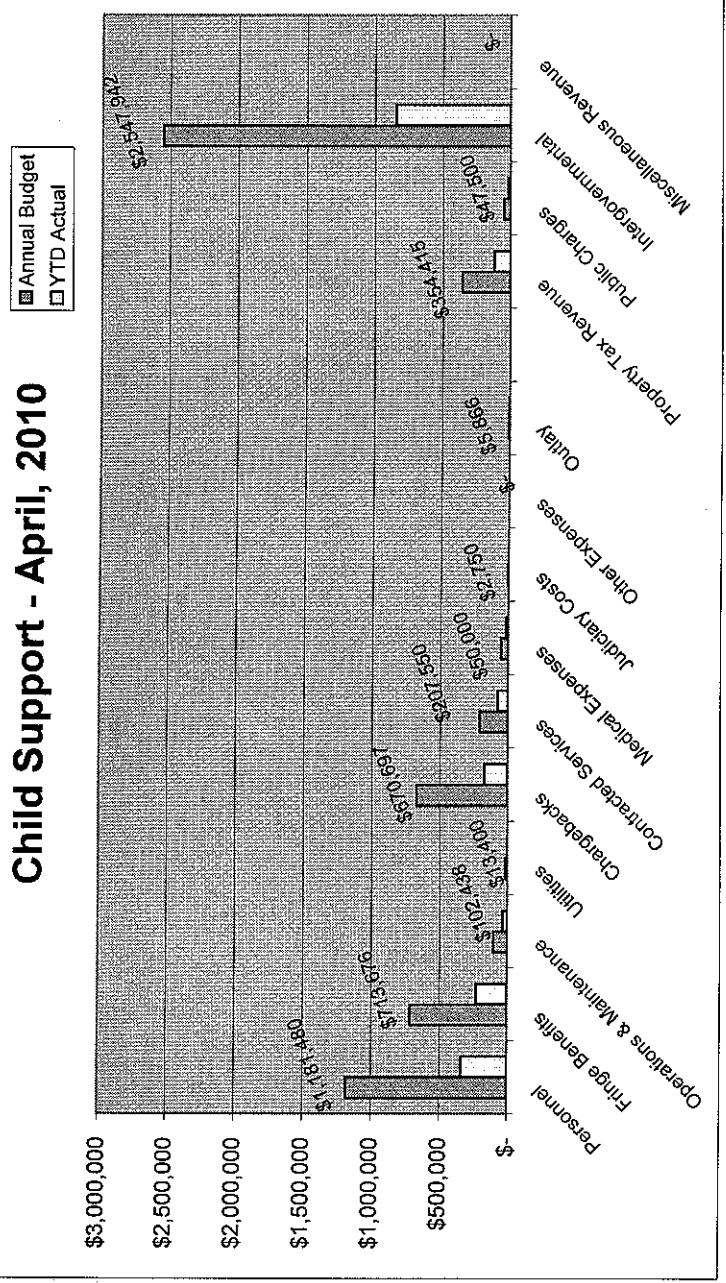
April-10

	Annual Budget	YTD Actual
Personnel	\$ 1,181,480	\$ 339,833
Fringe Benefits	\$ 713,676	\$ 227,497
Operations & Maintenance	\$ 102,438	\$ 33,686
Utilities	\$ 13,400	\$ 1,428
Chargebacks	\$ 670,697	\$ 171,689
Contracted Services	\$ 207,550	\$ 74,401
Medical Expenses	\$ 50,000	\$ 11,675
Judiciary Costs	\$ 2,750	\$ 90
Other Expenses	\$ -	\$ -
Outlay	\$ 5,866	\$ 5,482
Property Tax Revenue	\$ 354,415	\$ 118,138
Public Charges	\$ 47,500	\$ 15,507
Intergovernmental	\$ 2,547,942	\$ 844,936
Miscellaneous Revenue	\$ -	\$ -

HIGHLIGHTS:

Savings have been realized in most expenditure categories; child support funding is based on federal fiscal year beginning 10/1.

Child Support - April, 2010



PRODUCTION *Brown Co* PRODUCTION

Child Support Agency April 2010 Summary Budget Report

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget Less Transactions	% Used / Rec'd	Prior YTD Total
Fund: 210 - Child Support									
Revenues									
PTX - Property taxes	354,415.00	0.00	354,415.00	29,534.58	0.00	118,138.32	236,276.68	33%	145,596.00
IGV - Intergovernmental	2,461,527.00	86,415.00	2,547,942.00	267,960.10	0.00	844,936.66	1,703,005.34	33%	643,748.73
CSS - Charges for sales and services	47,500.00	0.00	47,500.00	4,520.42	0.00	15,507.73	31,992.27	33%	20,011.56
MRV - Miscellaneous revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Revenue Totals:	\$2,863,442.00	\$86,415.00	\$2,949,857.00	\$302,015.10	\$0.00	\$978,582.71	\$1,971,274.29	33%	\$809,356.29
Expenditures									
PER - Personnel services	1,156,208.00	25,272.00	1,181,480.00	89,433.51	0.00	339,833.69	841,646.31	29%	339,119.12
FBT - Fringe benefits and taxes	711,743.00	1,933.00	713,676.00	57,735.24	0.00	227,497.42	486,178.58	32%	227,778.72
OPM - Operations and maintenance	76,860.00	25,578.00	102,438.00	6,513.72	0.00	33,686.83	68,751.17	33%	14,117.52
UTL - Utilities	13,400.00	0.00	13,400.00	29.14	0.00	1,428.73	11,971.27	11%	3,520.81
CHG - Chargebacks	662,431.00	8,266.00	670,697.00	51,939.39	0.00	171,689.47	499,007.53	26%	237,487.59
CON - Contracted services	190,050.00	17,500.00	207,550.00	7,368.10	0.00	74,401.53	133,148.47	36%	12,292.70
MED - Medical expenses	50,000.00	0.00	50,000.00	2,905.00	0.00	11,675.00	38,325.00	23%	22,422.20
JUD - Judiciary Costs	2,750.00	0.00	2,750.00	0.00	0.00	90.00	2,660.00	3%	1,501.25
OTH - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	3,924.72
OUT - Outlay	0.00	5,866.00	5,866.00	0.00	0.00	5,482.00	384.00	93%	0.00
TRO - Transfer out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	647.50
Expenditure Totals:	\$2,863,442.00	\$84,415.00	\$2,947,857.00	\$215,924.10	\$0.00	\$865,784.67	\$2,082,072.33	29%	\$862,812.13
Revenue Total:	\$2,863,442.00	\$86,415.00	\$2,949,857.00	\$302,015.10	\$0.00	\$978,582.71	\$1,971,274.29	33%	\$809,356.29
Expenditure Total:	\$2,863,442.00	\$84,415.00	\$2,947,857.00	\$215,924.10	\$0.00	\$865,784.67	\$2,082,072.33	29%	\$862,812.13
Fund: 210 Net Total	\$0.00	\$2,000.00	\$2,000.00	\$86,091.00	\$0.00	\$112,798.04	(\$110,798.04)		(\$53,455.84)
Revenue Grand Total:	\$2,863,442.00	\$86,415.00	\$2,949,857.00	\$302,015.10	\$0.00	\$978,582.71	\$1,971,274.29	33%	\$809,356.29
Expenditure Grand Total:	\$2,863,442.00	\$84,415.00	\$2,947,857.00	\$215,924.10	\$0.00	\$865,784.67	\$2,082,072.33	29%	\$862,812.13
Grand Total:	\$0.00	\$2,000.00	\$2,000.00	\$86,091.00	\$0.00	\$112,798.04	(\$110,798.04)		(\$53,455.84)

BUDGET ADJUSTMENT REQUEST


<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

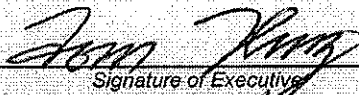
Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.4301.101	Federal grant revenue Stimulus secondary	\$4890
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.5340	Travel and training	\$2890
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.5305	Dues and memberships	\$2000

Narrative Justification:

Under terms of American Recovery and Reinvestment Act (ARRA), child support agencies are eligible to receive additional funding as incentive matching for IV-D functions pre-approved by State of Wisconsin. A plan was approved to fund the memberships, registration fees and lodging for staff members and attorneys to attend the 2010 WCSEA (WI Child Support Enf. Assn.) Fall Conference in Elkhart Lake, WI.

AUTHORIZATIONS


 Signature of Department Head
 Department: Child Support
 Date: 6/14/10


 Signature of Executive
 Date: 6/14/10

Brown County
County Treasurer
Budget Status Report
4/30/2010

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 267,082	\$ 89,027	\$ 73,527
Fringe Benefits	\$ 99,670	\$ 33,223	\$ 37,004
Operations & Maintenance	\$ 79,966	\$ 26,655	\$ 29,465
Utilities	\$ 2,500	\$ 833	\$ 273
Chargebacks	\$ 30,427	\$ 10,142	\$ 8,518
Contracted Expenses	\$ 36,000	\$ 12,000	\$ 9,383
Other	\$ 99,450	\$ 33,150	\$ 105,092
Total Expenses	\$ 615,095	\$ 205,032	\$ 263,262
Property Tax Revenue	\$ 1,675,000	\$ 558,333	\$ 881,940
Interest on Investments	\$ 1,465,500	\$ 488,500	\$ 451,191
Miscellaneous Revenue	\$ 61,300	\$ 20,433	\$ 26,540
Total Revenues	\$ 3,201,800	\$ 1,067,267	\$ 1,359,671
Net Levy Distribution	\$ 2,586,705	\$ 862,235	\$ 1,096,409

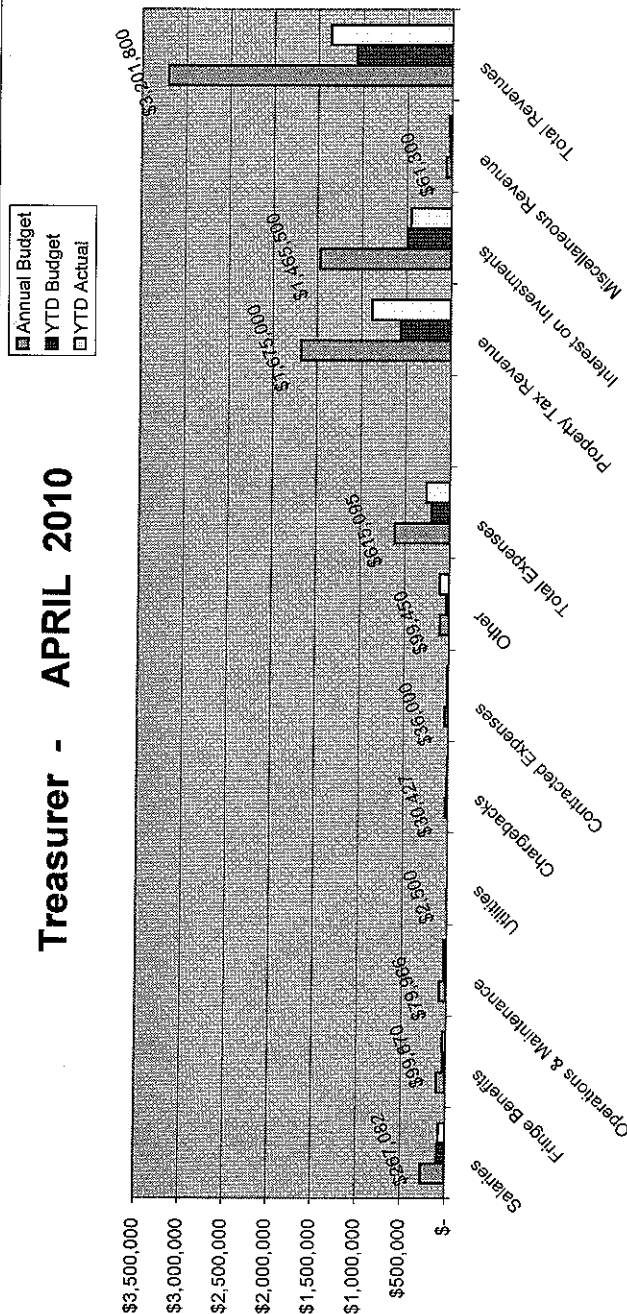
PLEASE NOTE:

Our interest income is considerably under budget. This is due to significant interest rate reductions by the Federal Reserve. We had forecasted that interest rates would have increased by this time.

We have a positive variance of **\$234,174**.

\$ 234,174 POSITIVE BUDGET VARIANCE

Treasurer - APRIL 2010



BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1000800015815110	TAX REF-REAL PROPERTY	\$ 8,700
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1000800015815100	TAX REF-PERSONAL PROP	\$ 36,500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1000800014108	INTEREST ON TAXES	\$ 45,200

Narrative Justification:

THE FIRST ACCOUNT EXPENDITURES ARE FOR REFUNDS DUE TO THE LOCAL MUNICIPALITIES FOR ASSESSORS ERRORS. THE SECOND ACCOUNT EXPENDITURES ARE REFUNDS DUE TO LOCAL MUNICIPALITIES FOR CHARGE BACKS FOR UNCOLLECTED PERSONAL PROPERTY TAXES.

THESE ACCOUNTS ARE VERY DIFFICULT TO BUDGET SINCE WE DO NOT HAVE ANY INFORMATION REGARDING THE CHARGE BACK STATUS UNTIL RECEIVE THE BILLS DURING THE BUDGET YEAR. THESE CHARGES HAVE INCREASED SIGNIFICANTLY OVER THE LAST FEW YEARS. THIS IS MAINLY DUE TO THE CURRENT ECONOMIC CONDITIONS, SINCE MANY OF THESE BUSINESS FAILS AND THE TAXES REMAIN UNCOLLECTIBLE.

THESE EXPENDITURES ARE BEING OFFSET WITH INCREASED REVENUES ON TAXES.

AUTHORIZATIONS

Rory M. Blaney
Signature of Department Head

Department: TREASURER

Date: 5-25-10

Sam King
Signature of Executive

Date: 5/25/10

July 21, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

**A RESOLUTION AUTHORIZING ENTRY INTO AN INTERGOVERNMENTAL
COOPERATION AGREEMENT RELATING TO THE "WISCONSIN
INVESTMENT SERIES COOPERATIVE" AND AUTHORIZING
PARTICIPATION IN THE INVESTMENT PROGRAMS OF THE FUND**

WHEREAS, Wisconsin school districts, technical college districts, cities, villages, counties and towns may invest their monies as authorized by Wisconsin Statutes, Section 66.0603 (1m); and

WHEREAS, Wisconsin Statutes, Section 66.0301 (the "Intergovernmental Cooperation Act") provides, among other things, that municipalities may contract with other municipalities for the joint exercise of any power or duty required or authorized by law, including investment of their monies; and

WHEREAS, the Wisconsin Investment Series Cooperative (formerly known as the Wisconsin School District Liquid Asset Fund) (the "Fund") was formed as of June 23, 1988 pursuant to the Intergovernmental Cooperation Act by the adoption of an Intergovernmental Cooperation Agreement relating to the Wisconsin School District Liquid Asset Fund by Oregon School District and Sheboygan Area School District, as the initial participants of the Fund, which Agreement was amended as of July 15, 1994, July 12, 2002 and July 18, 2008 (the "Intergovernmental Cooperation Agreement"); and

WHEREAS, the Fund is governed by the Wisconsin Investment Series Cooperative Commission (the "Commission") in accordance with the terms of the Intergovernmental Cooperation Agreement; and

WHEREAS, this resolution is a request to adopt and enter into the Intergovernmental Cooperation Agreement and become a participant of the Fund for the purpose of exercising jointly with other municipalities the power to invest their monies, so as to enhance the investment earnings accruing to each.

NOW, THEREFORE, BE IT RESOLVED, that the undersigned members of the Administration Committee recommend adoption of the following resolution.

BE IT FURTHER RESOLVED, that the Brown County Board of Supervisors does authorize entry into an Intergovernmental Cooperation Agreement relating to the "Wisconsin Investment Series Cooperative" and participation in the investment programs of the Fund, and the Chairperson of the County Board and the Brown County Clerk are authorized to execute the Agreement and to take such further actions as are necessary for the County to enter into the Agreement, which Brown County has deemed a very conservative investment; and

BE IT FURTHER RESOLVED, that members of the Brown County Board of Supervisors and County officials are authorized to serve as Commissioners of the Commission from time to time if selected as such pursuant to the provisions of the Intergovernmental Cooperation Agreement; and

BE IT STILL FURTHER RESOLVED that Brown County may open depository accounts; enter into wire transfer agreements, safekeeping agreements, and lockbox agreements, or other applicable or related documents with U.S. Bank National Association, and any other institutions participating in the Fund programs or programs of PMA Financial Network, Inc. and PMA Securities, Inc., pursuant to Wisconsin Statutes, Section 34.05, Wisconsin Statutes, Section 120.12 (7) (if applicable) and, when directed by one of the Authorized Officials, Wisconsin Statutes, Section 66.0603, and PMA Financial Network, Inc. and/or PMA Securities, Inc. are authorized to act on behalf of Brown County as its agent with respect to such accounts and agreements; and

BE IT STILL FURTHER RESOLVED, that credit unions, banks, savings banks, trust companies and savings and loan associations authorized to transact business in the State of Wisconsin which qualify as depositories under Wisconsin law and are included on a list approved and maintained for such purpose by the Administrator of the Fund are designated as depositories of Brown County pursuant to Wisconsin Statutes, Section 120.12(7) (if applicable) and Wisconsin Statutes, Section 34.05, and monies of Brown County may be deposited in such depositories, from time to time in the discretion of the Authorized Officials, pursuant to the Fixed Rate Investment Program available to participants of the Fund through the intermediary PMA Financial Network, Inc.; and

BE IT STILL FURTHER RESOLVED that the Brown County Treasurer is hereby authorized to enter into the Intergovernmental Cooperation Agreement and become a participant of the Fund for the purpose of exercising jointly with other municipalities the power to invest their monies, so as to enhance the investment earnings accruing to each; and

BE IT STILL FURTHER RESOLVED that the Brown County Treasurer is authorized to make use of the Fixed Rate Investment Program available to participants in the Fund when deemed to be in the best interest of Brown County; and

BE IT STILL FURTHER RESOLVED, that the Brown County Treasurer is authorized to invest available monies and to withdraw such monies in accordance with the provisions of the Intergovernmental Cooperation Agreement, including investment in the fixed-income program of the Fund through the intermediaries PMA Financial Network, Inc. and PMA Securities, Inc.; and

BE IT STILL FURTHER RESOLVED that the following officials and their respective successors in office each are designated as "Authorized Officials" with full power and authority to effectuate the investment and withdrawal of monies in accordance with the Intergovernmental Cooperation Agreement and pursuant to the Fixed Rate Investment Program available to participants of the fund: Kerry M. Blamey, Brown County Treasurer, will be authorized to

invest and withdraw monies in and from the Fund and pursuant to the Fixed Rate Investment Program; and

BE IT FINALLY RESOLVED that the Brown County Clerk be directed to forward a copy of this resolution to the Brown County Treasurer and the Brown County Department of Administration.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____
Final Draft Approved by Corporation Counsel

Fiscal Impact: _____

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPAC	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEESE	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____



WISCONSIN INVESTMENT SERIES COOPERATIVE

INFORMATION STATEMENT

April 23, 2010

A Comprehensive Cash Management Program exclusively for Wisconsin School Districts, Technical College Districts, Municipalities and Other Public Entities.

An investment in the Wisconsin Investment Series Cooperative (the "Fund") represents an undivided beneficial ownership interest in the assets of the Fund and the securities and instruments in which the assets of the Fund are invested. An investment in the Fund is not a deposit of U.S. Bank, National Association or any affiliates of U.S. Bancorp, and is neither insured nor guaranteed by the Federal Deposit Insurance Corporation, the U.S. Government, any state governmental agency or the Fund. There can be no assurance that the Fund will be able to maintain a stable net asset value of \$1.00 per share.

This Information Statement provides detailed information about the organization, structure and goals of the Fund and its programs. Please read it carefully and retain it for future reference.

No person or entity has been authorized to provide any information or make any representations regarding the Fund other than those contained in this Information Statement, and, if provided or made, such information or representations must not be relied upon as having been authorized by the Commission governing the Fund, its Commissioners, investment advisor, sub-investment advisor, administrator, marketing agent or any agent of the Commission or the Commissioners.

All capitalized terms not otherwise defined herein shall have the meanings assigned to them in the Intergovernmental Cooperation Agreement which established the Fund. The full text of the Intergovernmental Cooperation Agreement is hereby incorporated into this Information Statement by reference. Potential Participants should obtain a copy of, and read carefully, the Intergovernmental Cooperation Agreement before investing in the Fund.

TABLE OF CONTENTS

	Page
THE FUND	4
PORTFOLIOS OF THE FUND	5
INVESTMENT OBJECTIVE AND POLICIES OF THE PORTFOLIOS	5
OTHER INVESTMENT PROGRAMS.....	10
CERTAIN RISKS OF INVESTMENT IN THE FUND	12
THE COMMISSION	16
THE INVESTMENT ADVISOR	17
THE SUBADVISOR	18
THE ADMINISTRATOR.....	18
THE MARKETING AGENT	19
THE BANKING AGENT	19
THE CUSTODIAN.....	20
EXPENSES OF THE PORTFOLIOS.....	20
EXPENSES OF THE FIXED RATE INVESTMENT PROGRAM	22
INCOME ALLOCATIONS.....	23
COMPUTATION OF YIELD	24
DETERMINATION OF NET ASSET VALUE.....	25
PORTFOLIO TRANSACTIONS	26
REPORTS TO PARTICIPANTS	27
LEGAL COUNSEL AND INDEPENDENT ACCOUNTANTS.....	28
TAXES.....	28
INTERGOVERNMENTAL COOPERATION AGREEMENT.....	28
PROCEDURES FOR BECOMING A PARTICIPANT AND OPENING ACCOUNTS.....	30
MAKING ADDITIONAL DEPOSITS IN OR WITHDRAWALS FROM THE FUND.....	31
THE FUND'S PRIVACY POLICY.....	
THE FUND'S PORTFOLIO HOLDINGS DISCLOSURE POLICY.....	
FINANCIAL AND PERFORMANCE INFORMATION.....	

THE FUND

The Wisconsin Investment Series Cooperative (the "Fund") was established pursuant to an Intergovernmental Cooperation Agreement under the Wisconsin intergovernmental cooperation statute, Wisconsin Statutes, Section 66.0301. The Fund was established as of June 23, 1988 by the adoption of the Intergovernmental Cooperation Agreement by Sheboygan Area School District and Oregon School District as the initial Participants. The Fund is governed by a commission (the "Commission") in accordance with the terms of the Intergovernmental Cooperation Agreement. The Commission has full power, control and authority (including delegative authority) over the affairs, investments and assets of the Fund.

The Intergovernmental Cooperation Agreement allows school districts, technical college districts, municipalities and other public entities to open an account and become a Participant as described in this Information Statement. The Fund provides a mechanism through which Participants may invest their respective available funds so as to enhance their investment opportunities pursuant to an investment program conducted in accordance with Wisconsin law. The term "Municipality" as used herein includes any school district, village, city, county, town or other governmental entity described in, Wisconsin Statutes, Section 66.0301(1)(a) which is organized under the laws of the State of Wisconsin and is authorized to invest its funds in the Permitted Investments described in the Intergovernmental Cooperation Agreement, except for cities of the 1st class, 1st class city school districts and counties with a population of over 500,000.

The address of the Fund is c/o Lawdock, Inc., 411 E. Wisconsin Avenue, Milwaukee, Wisconsin 53202. To receive specific information about the Fund and the Commission, write to: PMA Financial Network, Inc., 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563 or call 1-866-747-4477.

INVESTMENTS IN THE FUND INVOLVE CERTAIN RISKS WHICH SHOULD BE CONSIDERED BY EACH POTENTIAL PARTICIPANT IN THE FUND BEFORE INVESTING. SEE "CERTAIN RISKS OF INVESTMENT IN THE FUND" ON PAGES 12 TO 16.

INVESTMENT PROGRAMS AVAILABLE TO PARTICIPANTS

Portfolios of the Fund. The Fund consists of separate portfolio series (each a "Portfolio" and collectively the "Portfolios"), each of which has a distinct investment objective and program. The Fund currently offers participants in the Fund (the "Participants") the following Portfolios for investment:

Cash Management Series

Investment Series

The Portfolios currently offered by the Fund are described in greater detail under "Portfolios of the Fund."

Other Investment Programs. In addition to the Portfolios described above, Participants may also participate in the following other investment programs and services ("Other Investment Programs") currently offered by the Fund's administrator to Participants:

Fixed Rate Investment Program

PARTICIPANTS SHOULD NOTE THAT THE OTHER INVESTMENT PROGRAMS DO NOT CONSTITUTE AN INVESTMENT IN THE FUND OR ITS PORTFOLIOS, BUT ARE SIMPLY OTHER INVESTMENT PROGRAMS OFFERED TO PARTICIPANTS IN THE FUND BY THE FUND'S ADMINISTRATOR. The Other Investment Programs are described in greater detail under "Other Investment Programs."

Participants should also note that the Portfolios and Other Investment Programs may have different investment policies and procedures and that the Fund may establish other Portfolios from time to time at the discretion of the Commission.

PORTFOLIOS OF THE FUND

The Intergovernmental Cooperation Agreement provides for the creation of multiple specialized investment Portfolios within the Fund and sets forth the manner in which Portfolios may be created and managed. Currently, the Fund consists of the Cash Management Series and the Investment Series. A Portfolio of longer term investments designed for the investment of funds to be used to meet Participants' liability for the payment of other post-employment benefits (the "OPEB Series") is authorized but is not currently offered. In addition, separate investment pool portfolios are also authorized by the Intergovernmental Cooperation Agreement, but none are currently offered.

The Cash Management Series and the Investment Series are separate portfolios. Each is invested in a separate portfolio of Permitted Investments. The Commission determines when and what types of Portfolios are made available to Participants. A Participant may participate in as few or as many Portfolios as it chooses, provided that all Participants must invest in the Cash Management Series.

INVESTMENT OBJECTIVE AND POLICIES OF THE PORTFOLIOS

The investment objective and policies of the Portfolios are described below. All investments made by Portfolios are restricted to Permitted Investments (defined below) and are subject to other restrictions described below under "Investment Restrictions of the Portfolios".

Investment Objective. The investment objective of the Fund (including both the Cash Management Series and the Investment Series) is to invest only in instruments authorized by Wisconsin law which governs the temporary investment of funds by Municipalities and to provide a competitive yield for its participants ("Participants") while maintaining liquidity, preserving capital and a constant net value per share of \$1.00.

Each Portfolio seeks to attain its investment objective by pursuing a professionally managed investment program consistent with the policies and restrictions described below:

Cash Management Series. The Cash Management Series will invest solely in Permitted Investments (defined below) in such a manner as to result in an average dollar weighted maturity for the Portfolio of no greater than sixty (60) days. The Permitted Investments in which the Cash Management Series invests are selected by the Fund's investment advisor, US Bank National Association (the "Investment Advisor") and its sub-investment advisor, Voyageur Asset Management Inc. (the "Subadvisor"), and consist of money market instruments having a maximum maturity of one (1) year.

The Cash Management Series has no minimum balance requirements and no minimum amount requirements for deposits or withdrawals. A Participant may withdraw funds from the Cash Management Series in any amount not in excess of its account balance in such Portfolio. Upon request, a Participant may have unlimited check writing privileges on its Cash Management Series account(s). Participants are responsible for maintaining a positive balance in all accounts and subaccounts.

The Investment Series. The Investment Series will be invested in short term money market instruments that are expected to ordinarily have longer maturities than the investments of the Cash Management Series. All investments made by the Investment Series are restricted to Permitted Investments.

Funds placed in the Investment Series by Participants are invested in Permitted Investments in such a manner as to result in an average dollar weighted maturity for such Portfolio of sixty (60) days or less. Such investments have a maximum maturity of one (1) year. The Investment Series operates in a manner similar to the Cash Management Series, with certain material differences as noted below. Like the Cash Management Series, the Investment Series has no minimum balance, deposit or withdrawal amount requirements. Funds may be deposited in, or withdrawn from, the Investment Series through transfers from or to the Cash Management Series or wire transfers from or to a Participant's local bank.

Except as provided below, all investments in the Investment Series by Participants must be deposited for a minimum of fourteen (14) calendar days (the "Aging Requirement"). The Aging Requirement does not apply to State aid monies transferred directly to a Participant's Investment Series account by the State of Wisconsin Department of Public Instruction. Investments made by a Participant in the Investment Series which are subject to the Aging Requirement may not be withdrawn by the Participant making it during the first fourteen (14) calendar days after it is made without the incurrance of a penalty for such premature withdrawal. In the event that a Participant withdraws a deposit in the Investment Series which is subject to the Aging Requirement in such initial fourteen (14) calendar day period, the withdrawal will be subject to a premature withdrawal penalty equal to the loss of the interest on the amount so withdrawn, up to a maximum of seven (7) days' interest. If the seven (7) day interest penalty applies, such interest penalty shall be calculated on the basis of the dividend rates in effect for the Investment Series for the seven (7) day period immediately preceding the withdrawal date.

In determining whether an amount is eligible for withdrawal from a particular account of a Participant established within the Investment Series, the first-in/first-out method will be used. In determining whether the fourteen (14) day deposit requirement has been met if a Participant has

more than one account in the Investment Series, only the dates on which deposits were made in the particular account to which a withdrawal request relates are taken into consideration.

By requiring all Participant investments which are subject to the Aging Requirement to be deposited for a minimum of fourteen (14) days, it is anticipated that the Investment Series will have a longer weighted average maturity than the Cash Management Series. This difference is intended to result in the Investment Series normally having a higher yield than the Cash Management Series. However, there can be no assurance that such a result will occur.

The particular Permitted Investments in which the Investment Series is invested are selected by the Investment Advisor and Subadvisor.

No assurance can be given that a Portfolio will achieve its investment objective or that any benefits described in this Information Statement will result from the placement of monies in the Fund by a Municipality that becomes a Participant.

Under adverse market, economic, political or other conditions, including conditions when the Investment Advisor and Subadvisor are unable to identify attractive investment opportunities, each Portfolio may temporarily invest in, without limitation, to the extent permitted by applicable law, such securities and cash that the Investment Advisor and Subadvisor believe are consistent with the preservation of a Portfolio's principal and the maintenance of suitable liquidity and yield. Should a Portfolio make a temporary investment under such conditions, the Portfolio may not achieve its investment objective and it may not achieve the same yield had the Portfolio not made a temporary investment.

INVESTMENT RESTRICTIONS OF THE PORTFOLIOS

Permitted Investments. The Fund is specifically designed for Wisconsin Municipalities. Accordingly, its Portfolios' investments at all times consist solely of securities and instruments in which Municipalities are permitted to invest. Such securities and instruments currently are the following:

- (i) Time deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in Wisconsin if the time deposits mature in not more than three years.
- (ii) Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.
- (iii) Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of Wisconsin.
- (iv) Repurchase agreements described in Wisconsin Statutes, Section 66.0603(1m)(d). Such repurchase agreements are financial transactions in which (1) a public depository, as defined in Wisconsin Statutes, Section 34.01(5), agrees to repay funds advanced to it plus interest and (2) the agreement to repay the funds is

secured by bonds or securities issued or guaranteed as to principal and interest by the federal government.

- (v) Any security which matures or which may be tendered for purchase at the option of the holder within not more than seven years of the date on which it is acquired, if that security has a rating which is the highest or second highest rating category assigned by Standard & Poor's Rating Service Corporation ("S&P"), Moody's Investors Service, Inc. ("Moody's") or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.
- (vi) Investments which Municipalities are authorized to make pursuant to Chapter 219 of the Wisconsin Statutes.
- (vii) Securities of an open-end management investment company or investment trust described in Wisconsin Statutes, Section 66.0603(1m)(a)5, so long as such investment company or investment trust does not charge a sales load, is registered under the Investment Company Act of 1940 and its portfolio is limited to (a) bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government; (b) bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government; or (c) repurchase agreements that are fully collateralized by bonds or securities under (a) or (b) above.
- (viii) Any other investments presently permitted by applicable statutes or permitted in the future by reason of the amendment of applicable statutes or the adoption of any other applicable statutes.

These investment instruments are referred to in this Information Statement as "Permitted Investments."

As described above, the Fund may invest in bonds or securities issued by any county, city, drainage district, technical college district, village, town or school district of Wisconsin. As such, the Fund may invest in bonds or securities issued by Participants of the Fund.

For information regarding certain risks associated with investment by the Fund in various Permitted Investments, see "Certain Risks of Investment in the Fund" on pages 12 to 16.

Investment Restrictions of the Fund. The Commission may buy and sell, and enter into agreements to buy and sell, Permitted Investments for the Fund subject to the restrictions described below. The restrictions are considered to be fundamental to the operation and activities of the Fund and may not be changed without the affirmative vote of a majority of the Participants in the Fund. The Commission:

- (i) May not make any investment other than investments authorized by provisions of law applicable to the investment of funds by the Participants, as the same may be amended from time to time;

- (ii) May not borrow money or incur indebtedness except to facilitate as a temporary measure:
 - (a) withdrawal requests which might otherwise require unscheduled dispositions of Portfolio investments;
 - (b) for a period not to exceed one business day, withdrawal requests pending receipt of collected funds from investments sold on the date of the withdrawal requests or withdrawal requests from Participants who have notified the Commission of their intention to deposit funds in their accounts on the date of the withdrawal requests; or
 - (c) for a period not to exceed one business day, the purchase of Permitted Investments pending receipt of collected funds from Participants who have notified the Commission of their intention to deposit funds in their accounts on the date of the purchase of the Permitted Investments;
- (iii) May not make loans, other than Permitted Investments;
- (iv) May not hold any Fund property in a manner not authorized by law or provide for the custody of any Fund property by an institution or Person not authorized by law to hold property such as the Fund property;
- (v) May not purchase securities or shares of investment companies or any entities similar to the Fund, except as provided in Section 2.2(b)(vii), or as permitted by Section 2.2(b)(v), of the Intergovernmental Cooperation Agreement; and
- (vi) May not pledge assets except to secure indebtedness permitted by (ii) above; however, in the case of indebtedness incurred under (ii)(b) or (c), it may pledge assets only to the extent of the actual funds in the account of a Participant on whose behalf the permitted indebtedness was incurred plus an amount equal to that amount which that Participant has notified the Commission that it intends to deposit in its account on that date;
- (vii) May not purchase any Permitted Investment which has a maturity date more than one year from the date of the Commission's purchase thereof, unless subject, at the time of such purchase by the Commission to an irrevocable agreement on the part of a Responsible Person (as defined below) to purchase such Permitted Investment from the Fund within one year; provided, however, that (a) this restriction is not applicable to the OPEB Series and (b) the Commission may, in its discretion, upon notice sent to Participants waive such one-year limitation with respect to any Portfolios other than the Cash Management Series; and
- (viii) May not purchase any Permitted Investment if the effect of such purchase would be to make the average dollar weighted maturity of the Cash Management Series greater than ninety (90) days, or to make the average dollar weighted maturity of any other Portfolio greater than that which was designated by the Commission as the intended average dollar weighted maturity of such Portfolio to which the

purchase of such Permitted Investment relates; provided, however, that in making such determination any Permitted Investment which is subject to an irrevocable agreement of the nature referred to in the preceding clause (ii) shall be deemed to mature on the day on which the Commission is obligated to sell such Permitted Investment back to a Responsible Person or the day on which the Commission may exercise its rights under such agreement to require the purchase of such Permitted Investment by a Responsible Person. The Commission has designated that the average dollar weighted maturity of both of the Cash Management Series and the Investment Series shall not exceed sixty (60) days.

The phrase "Responsible Person" means a recognized securities firm on the U.S. Treasury list of Primary Government Securities Dealers designated as such from time to time by the Commission acting with the advice and counsel of the Investment Advisor and Subadvisor.

The Fund may not invest in investment instruments of the nature commonly referred to as "derivatives," such as short sales or options or future contracts. However, the Fund may invest in repurchase agreements and mutual funds that invest in repurchase agreements provided that such investment otherwise qualifies as a Permitted Investment.

OTHER INVESTMENT PROGRAMS

The Commission has full and complete power to contract with qualified third party service providers, such as the Fund's administrator, PMA Financial Network, Inc. (the "Administrator"), to develop Other Investment Programs. From time to time such service providers may make Other Investment Programs available to Participants of the Fund. Participation in any Other Investment Program by Participants is optional. Participants wishing to participate in any Other Investment Program are urged to read carefully the description of such program set forth below. All requests for additional information or questions regarding any such Other Investment Programs should be directed to the service providers offering it.

PARTICIPANTS ARE ADVISED THAT ALL OTHER INVESTMENT PROGRAMS ARE SEPARATE FROM THE PORTFOLIOS OF THE FUND AND AN INVESTMENT IN ANY OTHER INVESTMENT PROGRAM BY A PARTICIPANT DOES NOT CONSTITUTE AN INVESTMENT IN THE FUND OR ANY OF ITS PORTFOLIOS. OTHER INVESTMENT PROGRAMS ARE MADE AVAILABLE BY THIRD PARTY SERVICE PROVIDERS AS AN ADDITIONAL BENEFIT TO FUND PARTICIPANTS AND THE FUND DOES NOT MANAGE OR OTHERWISE OVERSEE THE ACTIVITIES OF OTHER INVESTMENT PROGRAMS. THE THIRD PARTY SERVICE PROVIDER OFFERING THE OTHER INVESTMENT PROGRAM IS SOLELY RESPONSIBLE FOR MANAGEMENT OF, AND INVESTMENT OF FUNDS IN, SUCH PROGRAM.

Fixed Rate Investment Program The Administrator makes available to Participants a fixed rate investment program (the "Fixed Rate Investment Program"). Pursuant to the Fixed Rate Investment Program, Participants can purchase, through the Administrator, certificates of deposit ("CDs") of banks and thrift institutions, securities of the United States government and its agencies and instrumentalities, municipal and corporate securities, commercial paper and bankers' acceptances.

Through the Fixed Rate Investment Program, Participants can purchase CDs through the Administrator using monies from their Fund account to pay for the investment. Participants select from among CDs of varying maturities issued by a variety of financial institutions. The institutions used in such program are selected by the Administrator from a list of institutions determined to satisfy criteria established by the Commission. The Administrator assesses a transaction charge for handling these transactions. As a convenience to simplify Participants' recordkeeping requirements, all CD principal and interest is credited to a Participant's Fund account as follows:

1. Principal is credited at maturity.
2. Interest on CDs having a term of 89 days or less is credited at maturity.
3. Interest on CDs having a term of 90 days or more and which by their terms pay all interest at maturity is credited at maturity.
4. Interest on CDs having a term of 90 days or more and which by their terms pay interest monthly is credited for each month on the 5th day of the following month except that:
 - a. If a CD is purchased on or after the 5th day of the month, interest is initially credited on the 5th day of the second month following the month of the purchase.
 - b. Upon the maturity date of the CD, all outstanding interest will be credited to the investor's account.
5. In all cases, principal and interest is credited on the next business day if a crediting date falls on a non-business day.

Because interest is credited in the manner described above, a Participant who purchases a CD will have use of the interest earned on the CD, including the opportunity for reinvestment of interest earned, on the date interest is credited to the Participant's Fund account. This date may be before or after the date interest is actually received from issuing bank.

Interest payments on CDs purchased through the Fixed Rate Investment Program will be deposited into an account established with the Custodian. Banks that issue CDs in the Fixed Rate Investment Program have varying methods and procedures with respect to interest distribution. For the administrative ease of investors, CD interest will be credited to all investors on the same day of the month (for CDs having a term of 90 days or more and which by their terms pay interest monthly). The interest distribution method described above was established with the intention of maintaining a positive cash flow in the Custodian Account.

In the likely event that the aggregate interest collected in the account exceeds the amount distributed, the Cash Management Series will receive a calculated credit from the Custodian, which will serve to reduce the expenses of the Series in a manner that will benefit all investors. In the unlikely event that any anticipated interest distribution exceeds the amount collected in the

account, interest payments to all CD investors may be delayed until the necessary amount has been collected.

Participants that wish to participate in the Fixed Rate Program or that have questions regarding the Fixed Rate Program should contact the Administrator, PMA Financial Network Inc., telephone toll-free, 1-866-747-4477, during regular business hours or by mail at 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563.

CERTAIN RISKS OF INVESTMENT IN THE FUND

There are risks associated with investment in the Fund and its Portfolios, which should be considered carefully by Participants and potential Participants in light of their particular circumstances. The Fund and its Portfolios may not be an appropriate investment in certain situations for some Participants and potential Participants. Although each Portfolio has been designed and is operated with the goal of minimizing risk, Participants and potential Participants should carefully consider the factors described in this section in light of their particular circumstances.

As previously discussed under the caption "Permitted Investments," the Fund and its Portfolios may only invest in Permitted Investments as authorized by Wisconsin law, which include time deposits (such as certificates of deposit, money market accounts and bankers' acceptances), U.S. Government securities (including Treasury securities and securities issued by a commission, agency or other instrumentality of the U.S. Government such as those issued by the Federal National Market Association, Federal Home Loan Banks, Federal Home Loan Mortgage Corporation, Student Loan Marketing Association and Farmer's Home Administration), bonds or securities guaranteed as to principal and interest by the U.S. Government or a commission, agency or instrumentality thereof, bonds or securities of any county, city, drainage district, village, town or school district in Wisconsin, repurchase agreements, high quality commercial paper and corporate obligations, and certain money market mutual funds.

Income, Market and Credit Risk. Investments in the Fund are subject to income, market and credit risk. Income risk is the potential for a decline in current income of the each Portfolio. Each Portfolio's current income is based on relatively short-term interest rates, which can fluctuate substantially over short periods. Accordingly, investments in the Fund are subject to current income volatility. Market risk is the potential for a decline in the market value of fixed-income securities held in a Portfolio or other Investment Program as a result of a rise in prevailing interest rates. This could result in a loss with respect to a security if such a security were to be sold for a market price less than its amortized value. Credit risk is the possibility that an issuer of securities held in a Portfolio or other Investment Program fails to make timely payments of principal or interest. The credit risk of each Portfolio depends on the securities in which it invests. The investment mix of each Portfolio varies from the other. A discussion of the credit risks associated with certain Permitted Investments is set forth below.

Repurchase Agreements. The Fund Portfolios may invest in Permitted Investments that are subject to what are commonly known as repurchase agreements. In such a situation a Permitted Investment is sold to the Fund and placed in the applicable Portfolio. When the Permitted Investment is sold to the Fund, the seller agrees to repurchase the Permitted Investment from the

Fund at a specified time and at an agreed upon price. The difference between the price paid by the Fund and the price at which it sells the Permitted Investment sets the Fund's yield with respect to the transaction. This yield may be more or less than the interest rate on the underlying Permitted Investment.

Although the Fund enters into such repurchase agreement arrangements only with recognized and established securities firms designated as Responsible Persons from time to time by the Commission acting with the advice and counsel of the Investment Advisor and Subadvisor, there can be no assurance that such a Responsible Person will pay the agreed upon repurchase amount on the designated date. In the event that such a person fails to pay the agreed upon price at the specified time, the applicable Portfolio of the Fund might suffer a loss resulting from (i) diminution in value of the underlying Permitted Investment to an amount below the amount of the anticipated repurchase price, (ii) the costs associated with the resale of the Permitted Investment and (iii) any loss that may result from any delay experienced in foreclosing upon and selling the Permitted Investment.

Although at the time a Portfolio enters into a repurchase agreement the underlying Permitted Investment has a market value which is equal to at least 102% of the price paid by the Portfolio and equal to or greater than the anticipated repurchase price, there can be no assurance that such market value will continue to equal or exceed the repurchase price. If the market value of the underlying Permitted Investment falls below the agreed upon repurchase price, the Responsible Person with which the Portfolio has entered into the repurchase agreement will be required to deliver additional Permitted Investments to the Portfolio. There can be no assurance that such deliveries of additional Permitted Investments will be made in all circumstances. In the event that such a delivery is not made and the Responsible Person does not pay the repurchase price on the specified date, the amount of the Portfolio's loss will be increase as a result of such failure of delivery because the value of the underlying Permitted Investments will be less than the amount originally paid by the Portfolio.

Obligations of United States Government Agencies and Instrumentalities. Participants should be aware that not all obligations issued by agencies and instrumentalities of the United States Government are the subject of a guarantee of the full faith and credit of the United States Government. The obligations of some agencies and instrumentalities of the United States Government that may be purchased by the Fund or through an Investment Program of the Fund from time to time are obligations only of the applicable agency or instrumentality and are not full faith and credit obligations of the United States. For example, securities issued by the Federal Home Loan Banks are supported by the right of the issuer to borrow from the U.S. Treasury; those issued by the Federal National Mortgage Association are supported by the discretionary authority of the U.S. Government to purchase certain obligations of that agency; and those issued by the Student Loan Marketing Association are supported only by the credit of that agency. The credit-worthiness of such obligations relates only to the credit of the issuing agency or instrumentality. No assurance can be given that the agency or instrumentality will under all circumstances be able to obtain funds from the United States Government or other sources to support all of its obligations.

FDIC Insured Certificates of Deposit. Some of the assets in the Portfolios may be invested in certificates of deposit issued by depository institutions which are insured by the Federal Deposit

Insurance Corporation (the "FDIC"). Although the Investment Advisor and Subadvisor or, in the case of the Fixed Rate Investment Program, the Administrator uses the investment criteria established by the Commission in order to reduce risk when determining which institutions will be used for such investments, no assurance can be given that such an institution will not become insolvent during the life of an investment in it. Accordingly, the Portfolios will invest in FDIC insured institutions only on a fully collateralized basis or in amounts that will result in full insurance in accordance with the regulations of the FDIC as interpreted by the FDIC from time to time. Currently under these regulations Participants' deposits in each insured institution are insured up to \$250,000 in the aggregate for all time and savings deposits and up to \$250,000 in the aggregate for all demand deposits. Private insurance on amounts over the FDIC limits may be available. For further information on such insurance with respect to investments made through the Fixed Rate Investment Program, please contact the Administrator.

If an institution issuing a certificate of deposit in which the Fund or a Participant investing through the Fixed Rate Investment Program has invested becomes insolvent, or if any other default occurs with respect to such a certificate of deposit, an insurance claim will be filed with the FDIC. In such a case, there may be delays before the FDIC, or other financial institution to which the FDIC has arranged for the deposit to be transferred, makes the relevant payments. Such delays may be occasioned by requirements relating to the filing and processing of insurance claims, including requests for additional information by the FDIC. Furthermore, if the defaulted deposit is transferred to another institution, the transferee institution may, instead of paying the insured amount, elect to keep the deposit in existence with or without changing its original terms. Such changes of terms may include a reduction of the original interest rate paid on the deposit. Any of these actions may have adverse consequences to the particular Participants participating in the Portfolios to which the defaulted deposit relates or to the Participant which made the investment through the Fixed Rate Investment Program.

The amount insured by the FDIC is the principal of the relevant deposit and the interest accrued on the deposit to the date of default, up to \$250,000 in the aggregate. There is no insurance with respect to interest on a deposit between the date of the default and the date of the payment of insurance by the FDIC. Accordingly, a default by an institution might result in a delay in the receipt of invested principal and pre-default accrued interest by an affected Participant and a loss of interest related to the period between the date of the default and the payment of the insurance.

In addition, the FDIC is free to deny any claim that it does not deem to be valid. Any such denial might have to be challenged in judicial or administrative proceedings brought by the Portfolio and any affected Participant. Furthermore, there can be no assurance that the FDIC will have sufficient assets to pay any or all insurance claims resulting from the insolvency of any institution. In the event that funds are not made available to it by the United States or other sources, Participants could experience a loss due to a full or partial nonpayment of insurance claims by the FDIC.

Collateralized Deposits or Privately Insured Deposits. From time to time, the Fund or a Participant participating in the Fixed Rate Investment Program may invest in collateralized certificates of deposit or privately insured certificates of deposit as permitted by law. In the event of a default on such a certificate of deposit, it may be necessary to submit a claim on the collateral or insurance. Such foreclosure will entail certain risks for the Participants partaking in

the affected investments. These risks include losses resulting from a diminution in the value of the collateral before it can be sold, procedural delays relating to the foreclosure, costs of foreclosure and a failure to realize an amount in the foreclosure equal to the principal of and interest on the defaulted certificate of deposit.

Bank Obligations. Investments in certificates of deposit, time deposits and bankers' acceptances may be made by the Fund or by Participants participating in the Fixed Rate Investment Program. Certificates of deposit are negotiable interest-bearing instruments evidencing the obligation of a bank to repay funds deposited with it for a specified period of time. Time deposits are non-negotiable receipts issued by a bank in exchange for the deposit of funds. Like a certificate of deposit, a time deposit earns a specified rate of interest over a definite period of time, but it cannot be traded in the secondary market. Bankers' acceptances are credit instruments evidencing the obligation of a bank to pay a draft drawn on it by a customer. These instruments reflect the obligation both of the bank and of the drawer to pay the face amount of the instrument upon maturity. To the extent a Portfolio's investments are concentrated in the banking industry, the Portfolio will have correspondingly greater exposure to the risk factors which are characteristic of such investments. Sustained increases in interest rates can adversely affect the availability or liquidity and cost of capital funds for a bank's lending activities, and a deterioration in general economic conditions could increase the exposure to credit losses. In addition, the banking industry is subject to the effects of a concentration of loan portfolios in leveraged transactions and in particular businesses, and competition among financial institutions. Each Portfolio will seek to reduce its exposure to such risks by investing only in debt securities of banks which are determined by the Investment Advisor, Subadvisor or Administrator to be of high quality.

Certificates of Deposit that are liquidated prior to maturity may be subject to early withdrawal penalties. Participants participating in the Fixed Rate Investment Program should be aware that the Administrator does not "make a market" in non-negotiable securities.

Commercial Paper and Other Corporate Obligations. Commercial paper and other corporate obligations rated at the time of purchase within one of the two highest classifications established by at least two nationally recognized rating services and in the highest category by at least one of such services may be purchased for the Portfolios of the Fund or by individual participants through the Fixed Rate Investment Program. Prior to the purchase of any particular commercial paper or other corporate obligations for the Portfolios, the Investment Advisor or Subadvisor shall verify that the issuer of the obligation in question meets certain criteria established by the Commission and Wisconsin law. Commercial paper is short-term, unsecured debt issued by a company to finance short-term credit needs. Other corporate obligations which may be purchased for the Portfolios of the Fund or by individual participants through the Fixed Rate Investment Program consist of high quality bonds and notes issued by domestic corporations. The credit-worthiness of such obligations relates only to the credit of the issuing company. Although the Investment Advisor and Subadvisor or, in the case of the Fixed Rate Investment Program, the Administrator uses certain criteria when determining what companies' commercial paper or bonds and notes will be purchased, no assurance can be given that such companies will not become insolvent during the life of the investment. In the event of the insolvency of a company issuing commercial paper or bonds and notes in which the Fund or a Participant has invested or in the event of any other default with respect to such commercial paper or bonds and

notes, if appropriate, a claim will be filed by the Fund against the company and a Participant which has made such an Investment may file such a claim on its own behalf. However, there is no assurance that the Fund or a Participant will receive any recovery as a result of filing a claim since the commercial paper or bonds and notes are not secured.

Investments in Investment Companies. To the extent a Permitted Investment made by a Portfolio is a money market mutual fund or other investment company, such investment may cause the Portfolio to incur increased costs since the operating expenses of such other mutual funds and investment companies are borne by the shareholders of those funds and investment companies.

Restricted Securities. The Portfolios may invest in securities and instruments which have not been registered under federal securities laws and may not be resold except in a transaction exempt from registration. As a result, such securities and instruments are not freely tradeable and may be considered illiquid.

Cancellation of Fund Shares to Maintain \$1.00 Net Asset Value. Participants in the Cash Management Series and Investment Series should note that if for any reason there is a net loss on any day, the Fund will reduce the accrued net income for the month in an amount necessary to maintain the net asset value per share of beneficial interest at a value of \$1.00. To the extent that accrued net income for the month is insufficient, then the Fund will cancel outstanding shares of beneficial interest in the amount required to maintain the net asset value per share of beneficial interest at \$1.00, with each Participant contributing its pro rata portion of the total number of shares to be canceled. Each Participant will be deemed to have agreed to such a contribution in these circumstances by its investment of monies in the Fund.

THE COMMISSION

The Commission has full, exclusive and absolute control and authority over the business and affairs of the Fund and the Fund's assets, subject to the rights of the Participants as provided in the Intergovernmental Cooperation Agreement. The Commission may perform such acts as in its sole judgment and discretion are necessary and proper for conducting the business and affairs of the Fund or promoting the interest of the Fund. The Commission oversees, reviews, and supervises the activities of all consultants, and professional advisors to the Fund.

The Commission consists of a maximum of eleven (11) Commissioners. Any position on the Commission which is vacant is not counted for purposes of determining a quorum of the Commission. The Commissioners will serve until their successors are elected and qualified. The Commissioners will be divided into three classes, arranged so that the term of one class expires each year. At each annual meeting or vote, the Commissioners of the class whose term then expires are elected to a terms of three years. Commissioners may be elected to any number of successive terms.

All Commissioners must be a member of the governing body of a Municipality or the chief executive or administrative officer of a Municipality or an official charged with responsibility for financial matters. In the case of a School District, a Commissioner may be a school superintendent, a school business official or other managerial employee of a School District

charged with responsibility for school finance. The Municipality with which a Commissioner is affiliated must be a Participant of the Fund.

In addition, two (2) positions on the Commission are reserved for school business officials, or other managerial employees of a School District charged with responsibility for school finance; one (1) position on the Commission is reserved for a school superintendent; one (1) position on the Commission is reserved for a Municipal Employee employed by a Municipality other than a School District; and one (1) position on the Commission is reserved for a Municipal Employee employed by a county.

The Commissioners serve without compensation, but they are reimbursed by the Fund for reasonable travel and other out-of-pocket expenses incurred in connection with their duties as Commissioners. The Commissioners are not required to devote their entire time to the affairs of the Fund.

The Commissioners annually elect one of their members to serve as Chairman of the Commission and chief executive officer. They also elect a Vice Chairman from their number, and a Secretary and a Treasurer who need not be Commissioners. Election of the Commissioners is by the affirmative vote of a majority of the Participants. A Commissioner's vacancy on the Commission may be filled for the unexpired portion of the applicable term by vote of a majority of the remaining Commissioners or a majority of the Participants. Information pertaining to the current Commissioners and Officers of the Fund is set forth below:

<u>Name</u>	<u>Position with the Fund</u>	<u>Principal Occupation</u>
Stephen F. Murley	Commissioner	District Administrator, Wausau School District
Shawn M. Yde	Commission Treasurer	Director of Business Services, School District of Whitefish Bay
Roger Price	Commission Vice Chairman	Vice President Infrastructure Services, Madison Area Technical College
Todd Gray	Commissioner	Superintendent of Schools School District of Waukesha
Jay Clark	Commissioner	Director of Support Services Holmen School District
Diane N. Pertzborn	Commission Secretary	Business Manager DeForest Area School District

<u>Name</u>	<u>Position with the Fund</u>	<u>Principal Occupation</u>
Chad Trowbridge	Commission Chairman	Business Manager Chippewa Falls School District
Mark Van Der Zee	Commissioner	Director of Business Services Menasha Joint School District
Michael Serpe	Commissioner	County Administrator Door County

The Commissioners are responsible for the general investment policy and program of the Fund and for the general supervision and administration of the business and affairs of the Fund. However, the Commissioners are not required personally to conduct all of the business of the Fund. Consistent with their ultimate responsibility and to assist the Commissioners with the day to day operation of the Fund, the Commissioners have appointed an administrator, a marketing agent, an investment advisor, a banking services agent, and a custodian. The Commissioners assign such duties to such service providers as they deem to be appropriate. In addition, the investment advisor has selected a subadvisor for the Fund (together with the administrator, marketing agent, investment advisor, banking services agent, custodian, each a "Service Provider" and collectively, the "Service Providers").

THE INVESTMENT ADVISOR

Pursuant to an Investment Advisory Agreement dated as of April 23, 2010, US Bank National Association, has been appointed by the Commission to act as Investment Advisor to the Fund. US Bank National Association, has served as the Investment Advisor to the Fund since October 22, 2007. JPMorgan Chase Bank and its predecessors, Bank One, Wisconsin and Bank One, NA acted as the Fund's investment advisor from February 1994 until October 22, 2007.

Subject to the direction and control of the Commission, the Investment Advisor supervises the investment program of the Cash Management Series and the Investment Series and the composition of their investment portfolios, determines the securities and instruments to be purchased or sold for those Portfolios and arranges for the purchase and sale of such securities and instruments. Under the terms of the Investment Advisory Agreement, the Investment Advisor is authorized to retain a sub-advisor to the Fund to assist in the management of the investments of the Portfolios. The Investment Advisor has retained RBC Global Asset Management (U.S.) Inc. to act as subadvisor to the Fund. The Investment Advisor remains responsible for the investment of the Fund's assets and implementation of each Portfolio's investment program and for the performance of the services provided by the Subadvisor.

Under the Investment Advisory Agreement, the Investment Advisor is not liable for (i) any loss suffered by reason of any investment decision, recommendation, or other action taken or omitted by the Investment Advisor in good faith; (ii) any loss arising from the Investment Advisor's adherence to the Commission's instructions or its compliance with the Fund's investment guidelines; or (iii) any act or failure to act by any broker or dealer to which the Investment Advisor directs transactions for the Funds, or by any other third party, except for losses

sustained by the Fund as a result of the Investment Advisor's breach of, or refusal or failure to comply with, the terms of the Agreement or from its bad faith, negligence, or willful misconduct in the performance of its duties under the Agreement.

The Investment Advisory Agreement remains in effect until August 1, 2010, and thereafter may be renewed for one-year periods, so long as the Agreement is approved annually by the Commission. The Agreement terminates automatically upon its assignment by any party (except for certain assignments made by the Commission) and may be terminated by any party for any reason without penalty on 60 days' written notice to the other party. In addition, the Commission may terminate the Investment Advisory Agreement thirty (30) days' written notice to the Investment Advisor that the performance of the Subadvisor or any delagatee is not satisfactory to the Commission and the Investment Advisor has not by the end of such thirty (30)-day period cured such performance issues to the satisfaction of the Commission as determined in the Commission's sole discretion.

THE SUBADVISOR

Pursuant to a Sub-Advisory Agreement dated as of April 23, 2010, RBC Global Asset Management (U.S.) Inc., has been selected by the Investment Advisor to act as subadvisor to the Fund. RBC Global Asset Management (U.S.) Inc. (formerly, Voyageur Asset Management, Inc.), has served as the Investment Advisor to the Fund since October 22, 2007. JPMorgan Asset Management and its predecessors acted as the Fund's subadvisor prior to October 22, 2007.

Subject to the direction of the Investment Advisor, the Subadvisor, implements the investment program of the Cash Management Series and the Investment Series and determines the securities and instruments to be purchased or sold for those Portfolios and arranges for the purchase and sale of such securities and instruments. The Investment Advisor remains responsible for the investment of the Fund's assets and implementation of each Portfolio's investment program and for the performance of the services provided by the Subadvisor.

Under the Subadvisory Agreement, the Subadvisor is not liable for (i) any loss suffered by reason of any investment decision, recommendation, or other action taken or omitted by the Subadvisor in good faith; (ii) any loss arising from the Subadvisor's adherence to the Commission's or Investment Advisor's instructions or its compliance with the Fund's investment guidelines; or (iii) any act or failure to act by any broker or dealer to which the Subadvisor directs transactions for the Funds, or by any other third party, except for losses sustained by the Fund as a result of the Subadvisor's breach of, or refusal or failure to comply with, the terms of the Agreement or from its bad faith, negligence, or willful misconduct in the performance of its duties under the Agreement.

The Sub-Advisory Agreement remains in effect until August 1, 2010, and thereafter may be renewed for one-year periods, so long as the Agreement is approved annually by the Commission. The Agreement terminates automatically upon its assignment by any party (except for certain assignments made by the Commission) and may be terminated by any party for any reason without penalty on 60 days' written notice to the other parties. In addition, the Investment Advisor may terminate the Sub-Advisory Agreement thirty (30) days' written notice to the Subadvisor that the performance of the Subadvisor is not satisfactory to the Investment Advisor

and the Subadvisor has not by the end of such thirty (30)-day period cured such performance issues to the satisfaction of the Investment Advisor as determined in the Investment Advisor's sole discretion.

THE ADMINISTRATOR

The Commission has appointed PMA Financial Network, Inc. (the "Administrator") as the Administrator of the Fund, pursuant to an Administration Agreement dated as of August 1, 2007, as amended as of April 23, 2010. PMA is a financial services provider and registered insurance provider in the State of Wisconsin.

The Administrator assists in supervising all aspects of the Fund's operations, other than investment advisory services for the Investment Series and Cash Management Series, marketing and custodial operations, in conformity with the Intergovernmental Cooperation Agreement. The Administrator does manage the Fixed Rate Investment Program. Specifically, the Administrator services all Participant accounts in the Fund; determines and allocates income of the Fund; provides administrative personnel and facilities to the Fund; advises the Commission regarding methods of seeking and obtaining additional Participants for the Fund; determines the net asset value of the Fund; bears certain expenses for the Fund; and performs related administrative services for the Fund. On a quarterly basis, the Administrator provides the Commission with an evaluation of the performance of the Fund. This evaluation includes a comparative analysis of the Fund's investment results in relation to industry standards, such as the performance of money market mutual funds and various indices of money market securities.

The Administration Agreement has a term which extends to August 1, 2012 and, thereafter, the agreement remains in effect from year to year if approved annually by the Commission or a majority of the Participants. The agreement is not assignable without the consent of the Commission and may be terminated without penalty on at least 60 days' written notice at the option of the Fund or the Administrator.

For information regarding additional programs available through the Administrator, see "Other Investment Programs" on page 10.

THE MARKETING AGENT

The Commission has appointed PMA Securities, Inc., as the Marketing Agent for the Fund, pursuant to a Marketing Agreement dated as of August 1, 2007.

The Marketing Agent engages in distribution efforts, retains the services of personnel competent to assist in marketing and sales efforts to encourage investment in the Fund, provides advice regarding various methods of seeking and obtaining additional Participants in the Fund, assists Participants in completing and submitting registration forms and assists in the preparation and dissemination of information with respect to the existence and operation of the various Portfolios of the Fund.

The Marketing Agreement has a term which extends to August 1, 2012 and, thereafter, the agreement remains in effect from year to year if approved annually by the Commission or by a majority of the Participants. The agreement is not assignable without the consent of the

Commission and may be terminated without penalty on 60 days' written notice at the option of the Fund or the Marketing Agent.

THE BANKING AGENT

US Bank National Association (the "Banking Agent"), acts as depository for the Fund and provides banking services to the Fund pursuant to a Banking Services Agreement dated as of October 22, 2007, as amended as of October 23, 2009. JPMorgan Chase Bank and its predecessors acted as the Fund's banking agent prior to October 22, 2007. Pursuant the Banking Services Agreement, the Banking Agent maintains Participant accounts, accepts deposits and processes redemptions for the Fund, and provides certain other banking-related services to the Fund and its Participants. The Banking Services Agreement remains in effect until June 30, 2014. The Agreement terminates automatically upon the termination of the Investment Advisory Agreement, and may be terminated by any party for any reason without penalty on 60 days' written notice to the other party.

THE CUSTODIAN

US Bank National Association (the "Custodian") has been appointed as the custodian for the Fund's Portfolios pursuant to a Custody Agreement, dated as of October 22, 2007. Under the Custody Agreement, the Custodian acts as custodian and safekeeping agent for the cash and investments of the Fund's Portfolios. The Custodian, Administrator and the Banking Agent work together to process the investments made by the Fund and the deposits and withdrawals made by Participants. The Custody Agreement remains in effect until August 1, 2010 and thereafter renews for consecutive one-year periods so long as the Agreement is approved annually by the Commission. The Agreement terminates automatically upon the termination of the Investment Advisory Agreement, and may be terminated by any party for any reason without penalty on 60 days' written notice to the other party.

EXPENSES OF THE PORTFOLIOS

Administration Agreement. Under the Administration Agreement the Administrator is paid a fee at an annual rate equal to (a) 0.20% of the average daily net assets of the Fund's Cash Management Series, plus (b) 0.10% of the average daily net assets in the Fund's Investment Series. These fees are calculated daily and paid monthly. The fee paid to the Administrator is allocated between the Cash Management Series and the Investment Series on the following basis: a total fee equal to $.001/365^*$ days times the Investment Series balance plus $.002/365^*$ times the Cash Management Series balance is calculated each day. Of that total fee, an amount equal to 0.15% annualized of the Cash Management Series balance is allocated to the Cash Management Series and the balance of the fee is allocated to the Investment Series.

The allocation of fees between the Cash Management Series and the Investment Series is subject to review by both the Commission and the Administrator at the end of each calendar quarter and may be changed by mutual agreement of the Commission and the Administrator. The Administrator pays administrative costs of the Fund such as postage, telephone charges and computer time. The Administrator also furnishes the Fund, at the Administrator's expense, with

* The day count is adjusted to 366 days for leap year.

the services of persons who perform certain administrative and clerical functions for the Fund and with office space, utilities, office equipment, and related services.

Marketing Agreement. Under its Marketing Agreement with the Fund, the Marketing Agent is paid a fee at an annual rate equal to (a) 0.08% of the average daily net assets in the Fund's Cash Management Series plus (b) 0.01% of the average daily net assets in the Fund's Investment Series; provided that if the balance in the Investment Series drops below a specified minimum balance (currently \$30,000,000) the Marketing Agent's Fee with respect to the Investment Series will be reduced to 0.00% during the period of time that the balance in the Investment Series is below the minimum balance. The fee paid to the Marketing Agent is allocated between the Cash Management Series and the Investment Series on the following basis: a total fee equal to $.0001/365^*$ days times the Investment Series balance plus $.0008/365^*$ days times the Cash Management Series balance is calculated each day. Of that total fee, an amount equal to 0.04% annualized of the Cash Management Series balance is allocated to the Cash Management Series and the balance of the fee is allocated to the Investment Series.

The allocation of fees between the Cash Management Series and the Investment Series is subject to review by both the Commission and the Marketing Agent at the end of each calendar quarter and may be changed by mutual agreement of the Commission and the Marketing Agent. The Marketing Agent pays the Fund's reasonable expenses for printing and mailing certain documents (including this Information Statement), as well as other related marketing costs and expenses including the compensation of sales and marketing personnel employed or retained by the Marketing Agent.

Advisory Agreements. Under the Investment Advisory and Sub-Advisory Agreements, the Investment Advisor and Subadvisor are paid an aggregate fee for their respective services equal to (a) 0.10% of the average daily net assets on deposit in the Cash Management Series plus (b) 0.10% of the average daily net assets on deposit in the Investment Series and managed by the Investment Advisor. The fees are allocated between the Cash Management Series and the Investment Series on that same basis.

The fees are computed daily and paid monthly.

Banking Services Agreement. Under the Banking Services Agreement, the Banking Agent is compensated for each type of service it renders to the Fund based on a schedule agreed on from time to time between the Banking Agent and the Commission. The Commission reserves the right to bill the Participants in the Cash Management Services who utilize banking services for the cost of the services provided to them by the Banking Agent (at the prevailing rates charged to the Commission by the Banking Agent) or to require Participants to maintain specified minimum balances in the Cash Management Series to compensate for the cost of banking services provided to the Participant by the Banking Agent and paid for by the Commission.

The Banking Agent also makes available to Participants additional services which are available to customers of the Banking Agent generally. The charges for such additional services are paid by the individual Participant which requests them.

Custody Agreement. Under the Custody Agreement, the Custodian, is compensated for each type of service it renders to the Fund based on a schedule agreed on from time to time between the Custodian and the Commission.

The Investment Advisor, the Subadvisor, the Marketing Agent, the Administrator, the Banking Agent and the Custodian of the Fund receive fees in connection with their activities relating to the Cash Management Series and the Investment Series. As detailed above, those fees are calculated on the basis of, and paid from, the assets of those Portfolios. Investment earnings paid on assets that are placed in the Cash Management Series and the Investment Series are paid to Participants net of such fees.

The Fund pays the reasonable out-of-pocket expenses incurred by the Commissioners and officers in connection with the discharge of their duties, brokerage commissions, the legal fees of the Fund, the fees of the Fund's independent accountants, the costs of appropriate insurance for the Fund and its Commissioners and officers, and various other expenses.

All funds received by the Fund from a Participant with respect to a particular Portfolio, together with all assets in which such funds are invested or reinvested, all income, earnings, profits and proceeds thereof, including any proceeds derived from the sale, exchange or liquidation of such assets, and (except to the extent otherwise determined by the Commission) any funds or payments derived from any reinvestment of such proceeds in whatever form the same may be, irrevocably belong to that Portfolio for all purposes, subject only to the rights of creditors, and will be so recorded upon the books of account of the Fund. In the event that there are any assets, income, earnings, profits, and proceeds thereof, funds, or payments which are not readily identifiable as belonging to any particular Portfolios, the Commission shall allocate them among any one or more of the Portfolios (or to a reserve) established and designated from time to time in such manner and on such basis as they, in their sole discretion, deem fair and equitable. Each such allocation by the Commission shall be conclusive and binding upon the Participants of all Portfolios for all purposes.

The assets belonging to each particular Portfolio are charged with the liabilities of the Fund in respect of that Portfolio and all expenses, costs charges and reserves attributable to that Portfolio in such manner and on such basis as the Commission in its sole discretion deems fair and equitable. Any general liabilities, expenses, costs, charges or reserves of the Fund which are not readily identifiable as attributable to any particular Portfolio are allocated and charged by the Commission to and among any one or more of the Portfolios established and designated from time to time in such manner and on such basis as the Commission in its sole discretion deems fair and equitable. Each allocation of liabilities, expenses, costs, charges, and reserves by the Commission is conclusive and binding upon the Participants of all Portfolios for all purposes. The Commission has full discretion to determine which asset items will be treated as income and which as funds placed in the Fund by Participants and each such determination and allocation shall be conclusive and binding upon the Participants of all Portfolios.

EXPENSES OF THE FIXED RATE INVESTMENT PROGRAM

Investments through the Fixed Rate Investment Program are the subject of a mark up paid to the Administrator in an amount not to exceed 0.25% (annualized) on certificates of deposit carrying

only FDIC insurance, and up to 0.35% (annualized) on certificates of deposit for which insurance or collateral is procured for in amounts in excess of FDIC limits, exclusive of insurance costs and any third party placement fees. Investors purchasing commercial paper and bankers' acceptances through the Fixed Rate Investment Program will pay to the Administrator a mark-up of up to 0.15% (annualized) of the principal amount of each such investment. Investors purchasing securities in United States government and its agencies and instrumentalities, corporate and municipal securities will pay to the Marketing Agent an annualized mark-up of up to 0.15% of the principal of the amount of each such investment. Such fees are paid from the monies placed in the Fixed Rate Investment Program by the Participants participating in it. Such fees are not paid from the assets of the Cash Management Series or the Investment Series. The Administrator pays to the Fund, as investments are made in the Fixed Rate Investment Program, an amount equal to 0.01% annualized of the principal amount of each investment, except with respect to investments made by Wisconsin counties and certain other municipal entities.

INCOME ALLOCATIONS

Cash Management Series. The net income of the Cash Management Series of the Fund is determined as of the close of business on each Wisconsin banking day (and at such other times as the Commission may determine) and is credited immediately thereafter pro rata to each Participant's Cash Management Series account. Net income which has thus accrued to the Participants is converted as of the close of business of each calendar month into additional shares which are thereafter held in each Participant's Cash Management Series account. Such net income is converted into full and fractional shares at the rate of one share for each one dollar credited. Although daily income accruals are not automatically transmitted in cash, Participants may obtain cash by withdrawing shares at their net asset value without charge.

Net income of the Cash Management Series for each income period consists of (i) all accrued interest income on the Portfolio's assets, (ii) plus or minus all realized gains or losses on the Portfolio's assets and any amortized purchase discount or premium and (iii) less the Portfolio's accrued and paid expenses (including accrued expenses and fees payable to the Investment Advisor, Subadvisor, the Marketing Agent and Administrator) applicable to that income period.

Since net income of the Cash Management Series (including realized gains and losses on the Cash Management Series assets, if any) is allocated among the Participants each time net income is determined, the net asset value per share applicable to the Cash Management Series remains at \$1.00 per share. The Fund expects the Cash Management Series to have net income each day. If for any reason there is a net loss on any day, the Fund will reduce the number of the Cash Management Series outstanding shares by having each Participant contribute to the Cash Management Series its pro rata portion of the total number of shares required to be cancelled in order to maintain the net asset value per share of the Cash Management Series at a constant value of \$1.00. Each Participant will be deemed to have agreed to such a contribution in these circumstances by its adoption of the Intergovernmental Cooperation Agreement and its investment of funds in the Cash Management Series.

Investment Series. The net income of the Investment Series is determined as of the close of business on each Wisconsin banking day (and at such other times as the Commission may determine) and is credited immediately thereafter pro rata to each Participant's Investment Series

account. Net income which has thus accrued to the Participants is converted as of the close of business of each calendar month into additional shares which are thereafter held in each Participant's Investment Series account. Such net income is converted into full and fractional shares at the rate of one share for each one dollar credited. Although daily income accruals are not automatically transmitted in cash, Participants may obtain cash by withdrawing shares at their net asset value without charge provided that sufficient notice is given as described above under "The Portfolios of the Fund - The Investment Series." In the event that a Participant withdraws all of its funds from a Investment Series account, accrued net income of that account will be converted into additional shares as of the close of business of the calendar month in which the withdrawal is made.

Net income for each income period consists of (i) all accrued interest income on Investment Series assets, (ii) plus or minus all realized gains or losses on Investment Series assets and any amortized purchase discount or premium and (iii) less the Investment Series accrued and paid expenses (including accrued expenses and fees payable to the Investment Advisor, Subadvisor Marketing Agent and Administrator) applicable to that income period.

Since net income of the Investment Series (including realized gains and losses on the Investment Series assets, if any) is allocated among the Participants each time net income is determined, the net asset value per share applicable to the Investment Series is expected to remain at \$1.00 per share. The Fund expects the Investment Series to have net income each day. If for any reason there is a net loss on any day, the Fund will reduce the number of the Investment Series outstanding shares by having each Participant contribute to the Investment Series its pro-rata portion of the total number of shares required to be cancelled in order to seek to maintain the net asset value per share of the Investment Series at a constant value of \$1.00. Each Participant will be deemed to have agreed to such a contribution in these circumstances by its adoption of the Intergovernmental Cooperation Agreement and its investment of funds in the Investment Series.

COMPUTATION OF YIELD

Cash Management Series and Investment Series. The "seven-day average yield" of the Cash Management Series and Investment Series may be quoted, from time to time, in reports, literature, and information published by the Fund. The Fund's "Seven Day Average" refers to the income that would have been generated by a Participant's investment in the relevant Portfolio for the preceding seven days. This average has been annualized, which is to say that the amount of income generated by the investment during that week is assumed to have been generated each week over a 52-week period and is shown as a percentage of that investment. The unannualized seven-day period return for such period is the change (namely accrued investment income, plus or minus any amortized purchase discount or premium less all expenses, including investment income accrued or income earned during the period and including realized capital gains and losses) in the value of the hypothetical account during the period divided by \$1.00. The seven-day average yield is calculated by multiplying the unannualized seven-day period return by 365 divided by 7. The Fund also may prepare an effective annual yield computed by compounding the unannualized seven-day period return as follows: by adding 1 to the unannualized seven-day period return, raising the sum to a power equal to 365 divided by 7, and subtracting 1 from the result. The Fund also may quote the

Cash Management Series and Investment Series yield from time to time on other bases for the information of its Participants.

The yields quoted from time to time should not be considered a representation of the yield of the Cash Management Series and Investment Series in the future since the yield is not fixed. Actual yields will depend not only on the type, quality, and maturities of the investments held in the Cash Management Series and Investment Series and changes in interest rates on such investment, but also on changes in the Fund's expenses during the period.

Yield information may be useful in reviewing the performance of the Fund's Cash Management Series and Investment Series and for providing a basis for comparison with other investment alternatives. However, the Fund's Cash Management Series and Investment Series yields fluctuate, unlike certain other investments which may pay a fixed yield for a stated period of time.

Fixed Rate Investment Program. Information regarding the yield of investments made through Fixed Rate Investment Program may be provided or reported from time to time by the Administrator. It will be reported on the basis of simple interest calculated on a 365 day year or will be based on such other methods of calculation as the Commission shall deem appropriate.

DETERMINATION OF NET ASSET VALUE - Cash Management Series and Investment Series

The net asset value per share of the Fund's Cash Management Series and Investment Series for the purpose of calculating the price at which shares are issued and redeemed is determined by the Administrator as of the close of business of each Wisconsin banking day. Such determination is made by subtracting from the value of the assets of each such Portfolio the amount of the applicable liabilities and dividing the remainder by the number of outstanding shares for that Portfolio.

In making these computations, the Administrator values each Portfolio's investments by using the amortized cost method. The amortized cost method of valuation involves valuing an investment at its cost at the time of purchase and thereafter assuming a constant amortization to maturity of any discount or premium, regardless of the impact of fluctuating interest rates on the market value of the instrument. While this method provides certainty in valuation, it may result in periods during which value, as determined by amortized cost, is higher or lower than the price the Portfolio would receive if it sold the instrument. During such periods the yield to Participants may differ somewhat from that which would be obtained if the Fund used the market value method for all its Cash Management Series and Investment Series investments. For example, if the use of amortized cost resulted in a lower (higher) aggregate portfolio value on a particular day, a prospective Participant of the Cash Management Series or Investment Series would be able to obtain a somewhat higher (lower) yield than would result if the Fund used the market value method, and existing Participants would receive less (more) investment income. The purpose of this method of calculation is to attempt to maintain a constant net asset value per share of \$1.00 for the Cash Management Series and Investment Series.

The Commission has adopted certain procedures with respect to the Fund's use of the amortized cost method to value its Cash Management Series and Investment Series. These procedures are designed and intended (taking into account market conditions and the Fund's investment objectives) to stabilize the net asset value per share as computed for the purpose of investment and redemption at \$1.00 per share. The procedures include a monthly valuation of each such Portfolio by the Custodian using the market value method and a periodic review by the Commission, in such manner as they deem appropriate and at such intervals as are reasonable in light of current market conditions, of the relationship between the net asset value per share based upon the amortized cost value of the Fund's Cash Management Series and Investment Series investments and the net asset value per share based upon available indications of market value with respect to such portfolio investments. The Commission has established procedures to (i) monitor differences between the amortized cost value and the market price value and (ii) consider what steps, if any, should be taken in the event of a difference of more than 0.5% between such values. In the event that there is a difference of more than 0.5% between the amortized cost value and the market value, the Commission will take such steps as they consider appropriate (such as shortening the average portfolio maturity or realizing gains or losses) to minimize any material dilution or other unfair results which might arise from differences between the amortized cost value and the market value.

The Commission intends to maintain a dollar weighted average portfolio maturity (which will not be more than 60 days for the Cash Management Series or the Investment Series) appropriate to the objective of maintaining a stable net asset value of \$1.00 per share per Portfolio, and not to purchase any security or instrument with a remaining maturity of more than one year (unless such investment is subject at the time of its purchase by the Commission to an irrevocable agreement on the part of a Responsible Person to purchase such security or instrument from the Commission within one year). Should the disposition of a portfolio investment result in a dollar weighted average portfolio maturity of more than 60 days, the Commission intends to invest available cash in such a manner as to reduce such average portfolio maturity to 60 days, or less, as soon as is reasonably practicable.

PORTFOLIO TRANSACTIONS

Subject to the general supervision of the Commission, the Investment Advisor is responsible for the investment decisions of the Fund. The Investment Advisor or Subadvisor place orders for all purchases and sales of Cash Management Series and Investment Series portfolio securities. Typically, these portfolio transactions occur through brokers and dealers. These portfolio transactions occur primarily with major dealers in money market and government instruments acting as principals. Such transactions are normally done on a net basis which does not involve payment of brokerage commissions. Transactions with dealers normally reflect the spread between bid and asked prices.

When selecting brokers and dealers to execute trades of the Fund's portfolio transactions, the Investment Advisor and Subadvisor are required to select brokers or dealers based upon such broker's or dealer's ability to provide "best execution" of trades for each Fund, meaning the broker or dealer must execute securities transactions for the Fund in such a manner that the Fund's total cost or proceeds in each transaction is the most favorable under the circumstances. When the Investment Advisor or Subadvisor places orders for the execution of portfolio

transactions for the Fund, it may allocate such transactions to such brokers and dealers for execution on such markets, at such prices and at such commission rates as in the good faith judgment of such advisor will be in the best interests of the Fund, taking into consideration in the selection of such brokers and dealers not only available prices and rates of brokerage commissions, but also relevant factors such as execution capabilities, research and other services provided by such brokers and dealers. Where price and execution offered by more than one dealer are comparable, the Investment Advisor or Subadvisor may, in its discretion, purchase and sell investments through dealers which provide research, statistical and other information to the Investment Advisor, Subadvisor or to the Fund. Such supplemental information received from a dealer is in addition to the services required to be performed by the Investment Advisor or Subadvisor under the Investment Advisory Agreement or Subadvisory Agreement, as the case may be, and the expenses of the Investment Advisor and Subadvisor will not necessarily be reduced as a result of the receipt of such information.

Neither the Investment Advisor nor the Subadvisor may select a broker or dealer to effect trades of the Fund's portfolio securities as consideration or compensation to such broker or dealer for any product, service or business provided to the Investment Advisor, Subadvisor or any of their respective clients that does not benefit the Fund.

The Investment Advisor and Subadvisor may employ an affiliate to act as broker or dealer in connection with the purchase or sale of the Fund's portfolio securities, provided the commissions, fees or other remuneration paid to such broker or dealer, from any source, do not exceed (i) the usual and customary broker's commission if the sale is effected on a securities exchange, or (ii) 2% of the sales price if the sale is effected in connection with a secondary distribution of such securities, or (iii) 1% of the purchase or sale price of such security if the purchase or sale is otherwise effected.

The Investment Advisor and Subadvisor are authorized to act on behalf of the Fund in buying or selling a particular security or instrument and as agent for another client on the other side of the transaction. These transactions are referred to as "agency cross transactions". However, the advisors may engage in agency cross transactions only if: (i) the transaction is a purchase or sale for no consideration other than cash payment against prompt delivery of a security for which market quotations are readily available; (ii) the transaction is effected at an independent current market price of the securities in question; and (iii) no brokerage commission, fee (except for customary transfer fees), or other remuneration is paid in connection with the transaction.

In order to decrease brokerage and transaction costs to the Funds through volume discounts and lower commissions that may not otherwise be available, the Investment Advisor and Subadvisor may, when appropriate, aggregate trade orders and allocate trades among the Funds and other client accounts they oversee, provided that: (i) investment opportunities are allocated pro rata among the Fund and such other client accounts with comparable investment objectives and positions; and (ii) the Fund must receive the same average execution price provided to such other client accounts and share commission costs pro rata based on the Fund's participation in the aggregated trade block.

Although the Fund does not ordinarily seek, but may nonetheless make, profits through short-term trading, the Investment Advisor or Subadvisor may dispose of any Cash Management

Series and Investment Series investment prior to its maturity if it believes such disposition is advisable. The Fund's policy of generally investing the Cash Management Series and Investment Series assets in instruments with maturities of less than one year will result in high portfolio turnover. However, since brokerage commissions are not normally paid on the types of investments which the Fund may make for the Cash Management Series and the Investment Series, any turnover resulting from such investments should not adversely affect the net asset value or net income of the Fund's Cash Management Series or Investment Series.

REPORTS TO PARTICIPANTS

Each Participant receives quarterly and annual reports providing financial information regarding the Fund. The annual report includes audited financial statements of each Portfolio of indefinite duration. At present, only the Cash Management Series and Investment Series are of indefinite duration. In addition, a Participant receives a daily statement listing each investment and withdrawal that it makes that day and a monthly statement detailing the entire month's activity.

In the case of Fixed Rate Investment Program, each Participant will receive from the Administrator a confirmation of its investment at the time the purchase is made. In addition, such Participant's participation in such program is shown on the monthly statements to the Participant by the Administrator.

The Fund's fiscal year ends on March 31 of each calendar year. The most recent annual report of the Fund (including audited financial statements for the most recent fiscal year of any Portfolio of indefinite duration) and the Fund's most recent unaudited quarterly report are provided to each Municipality considering becoming a Participant. Potential Participants are advised to review such reports.

The Fund answers inquiries at any time during business hours from a Participant concerning the status of its account (number of shares owned, etc.) and the current yield available through the Fund's investment program. Such inquiries can be made by mail or by telephoning toll-free, 1-866-747-4477, or by writing to PMA Financial Network, Inc., at 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563.

LEGAL COUNSEL AND INDEPENDENT ACCOUNTANTS

Quarles & Brady LLP, Milwaukee, Wisconsin, serves as legal counsel to the Fund. PricewaterhouseCoopers LLP, Chicago, Illinois, serves as the Fund's independent accountants.

TAXES

The Fund and the income of the Fund are exempt from federal and Wisconsin income and franchise taxation, and the Participants will not be subject to tax on the income earned from their investment in the Fund.

INTERGOVERNMENTAL COOPERATION AGREEMENT

Each potential Participant is given a copy of the Intergovernmental Cooperation Agreement before becoming a Participant. Certain portions of the Intergovernmental Cooperation Agreement are summarized in this Information Statement. These summaries are qualified in their entirety by reference to the text of the Intergovernmental Cooperation Agreement.

Description of Shares. The Intergovernmental Cooperation Agreement provides that the beneficial interests of the Participants in the assets of the Fund and the earnings thereon are, for convenience of reference, divided into shares which are used as units to measure the proportionate allocation of beneficial interest among the Participants. The Intergovernmental Cooperation Agreement authorizes an unlimited number of full and fractional shares of a single class as well as adjustments in the total number of shares outstanding from time to time without changing their proportionate beneficial interest in the Fund in order to permit the Fund to maintain a constant net asset value of \$1.00 per share for the Cash Management Series and the Investment Series. All shares participate equally in dividend allocations and have equal liquidation and other rights. The shares have no preference, conversion, exchange, or preemptive rights.

The Commission in its discretion, from time to time, may authorize the division of shares of the Fund into two or more series or Portfolios. The number of shares of a particular Portfolio are used to measure and represent the proportionate allocation of beneficial interest among the Participants of that Portfolio. All shares of a particular Portfolio participate equally in dividend allocations and have equal liquidation and other rights with respect to that Portfolio. All funds received by the Fund from a Participant with respect to a particular Portfolio, together with all assets in which such funds are invested or reinvested, all income, earnings, profits and proceeds thereof, and any funds or payments derived from any reinvestment of such proceeds, shall irrevocably belong to that Portfolio for all purposes, subject to the rights of creditors. If there are any assets, income, earnings, profit, proceeds, funds or payments which are not readily identifiable as belonging to any particular Portfolio, the Commission shall allocate them among any one or more of the established Portfolios in such manner and on such basis as it, in its sole discretion, deems fair and equitable. The assets belonging to a particular Portfolio shall be charged with the liabilities of the Fund in respect of that Portfolio and all expenses, costs, charges and reserves attributable to that Portfolio. Any general liabilities, expenses, costs, charges or reserves of the Fund which are not readily identifiable as belonging to any particular Portfolio shall be allocated among any one or more of the established Portfolios in such manner and on such basis as the Commission, in its sole discretion, deems fair and equitable. The net income of the Fund shall be determined separately for each Portfolio and shall be credited to the respective share accounts of the Participants in such Portfolio. For all matters requiring a vote of Participants, which affect all Portfolios similarly, each Participant is entitled to one vote with respect to each matter, without regard to the number of shares held by the Participant. For all matters only affecting a particular Portfolio, each Participant of that Portfolio is entitled to one vote with respect to each such matter, without regard to the number of shares held by the Participant. It is not necessary for a Participant to hold any minimum number shares to be entitled to vote. Participants are not entitled to cumulative voting. No shares may be transferred to any person other than the Commission itself at the time of withdrawal of monies by a Participant.

Participant Liability. The Intergovernmental Cooperation Agreement provides that Participants shall not be subject to any individual liability for the acts or obligations of the Commission and provides that every written undertaking made by the Commission shall contain a provision that such undertaking is not binding upon any of the Participants individually. The Commission intends to conduct the operations of the Fund and each Portfolio, with advice of counsel, in such a way as to avoid ultimate liability of the Participants for liabilities of the Fund and each Portfolio.

Responsibility of Commissioners, Officers, Employees and Agents. No Commissioner, officer, employee or agent of the Commission is individually liable to the Commission, an officer, an employee or an agent of the Commission or a Participant of the Fund for any action or failure to act unless it is taken or omitted in bad faith or constitutes willful misfeasance, reckless disregard of duty or gross negligence. All third parties shall look solely to the Fund property for the satisfaction of claims arising in connection with the affairs of the Commission and the Fund. The Commission will indemnify each Commissioner, officer, employee or agent of the Commission designated by the Commission to receive such indemnification, to the extent permitted by law, against all claims and liabilities to which they may become subject by reason of serving in such capacities for the Commission, except in certain circumstances set forth in the Intergovernmental Cooperation Agreement.

Termination of the Intergovernmental Cooperation Agreement. The Fund (or a Portfolio) may be terminated by the affirmative vote of a majority of the Participants (or the Participants of the Portfolio) entitled to vote, by resolution adopted by each of the Participants or by an instrument in writing, signed by a majority of the Commissioners and a majority of the Participants. Upon the termination of the Fund (or Portfolio) and after paying or adequately providing for the payment of all of its liabilities, and upon receipt of such releases, indemnities and refunding agreements as the Commission deems necessary for its protection, the Commission may distribute the remaining Fund (or Portfolio) property, in cash or in kind, or partly in cash and partly in kind, among the Participants according to their respective proportionate beneficial interests.

Amendment of the Intergovernmental Cooperation Agreement. The Intergovernmental Cooperation Agreement may be amended by the affirmative vote of a majority of the Participants entitled to vote, by resolution adopted by each of the Participants or by an instrument in writing, without a meeting, signed by a majority of the Commissioners and a majority of the Participants. The Commission may, from time to time, by a two-thirds vote of the Commissioners, and after fifteen days prior written notice to the Participants, amend the Intergovernmental Cooperation Agreement without the vote or consent of the Participants, to the extent they deem necessary to conform the Intergovernmental Cooperation Agreement to the requirements of applicable laws or regulations, or any interpretation thereof by a court or other governmental agency, but the Commissioners shall not be liable for failing to do so.

Withdrawal; Termination of Right to Participate. A Participant may withdraw from the Fund at any time by sending an appropriate notice to the Commission, as specified in the Intergovernmental Cooperation Agreement. In addition, a Participant's right to participate in the Fund may be terminated by a majority vote of the Commissioners, if the Commission finds

that such Participant's use of the Fund is not in the best interest of the Participants of the Fund as a whole.

Official Newspaper. The official newspaper of the Fund, for purposes of open meeting law notice and other legal notices, has been designated as being the Wisconsin State Journal.

PROCEDURES FOR BECOMING A PARTICIPANT AND OPENING ACCOUNTS

For information on how to become a Participant of the Fund or open an account in any of the Fund's programs, please contact the Administrator by telephone toll-free, 1-866-747-4477, during regular business hours or by mail at 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563. Among other materials, the Administrator can provide a form of Model Resolution for use in becoming a Participant.

MAKING ADDITIONAL DEPOSITS IN OR WITHDRAWALS FROM THE FUND

Any Participant of the Fund wishing to make additional deposits or withdrawals from the Fund should contact the Administrator, PMA Financial Network Inc., telephone toll-free, 1-866-747-4477, during regular business hours or by mail at 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563.

CONFLICT OF INTEREST POLICY

It is the policy of the Fund that its Commissioners, officers and representatives comply with all laws and regulations governing its investment operations and to conduct the Fund's activities in such a manner that the Fund will be recognized as a sound vehicle for the investment of money by Wisconsin municipalities. This Fund policy requires that conflicts between the interests of the Commissioners, officers and representatives and the interests of the Fund and its Participants be avoided to the extent possible and that, if any conflict does exist, it be disclosed to the Fund. Under this policy, the Fund's Commissioners and officers are required to provide the Fund on an annual basis a certification that either certain specified conflicts of interests do not exist or to provide an explanation of any conflicts of interest.

THE FUND'S PRIVACY POLICY

We respect your right to privacy. We understand that the privacy and security of nonpublic information is important to you, and we maintain safeguards designed to protect your nonpublic information from unauthorized access. We do not sell this information to anyone and only share such information with others as allowed by law and/or for the purpose of providing you with products and services requested by you.

The Information We Collect About You

We may collect information about you, such as name, address, tax identification number, telephone number, email address, credit history and financial information. This information is collected from the following sources:

- information we receive from you on applications or other forms;

- information we receive from you through transactions, correspondence and other communications with us; and
- information we otherwise obtain from you in connection with providing you a product or service.

Why We Collect Your Information

We collect information only to the extent necessary to provide the services or products requested by you. Collecting this information allows us to:

- provide the products and services requested by you and deliver products and services that may be of interest to you;
- prevent unauthorized access to your account;
- improve customer service; and
- comply with legal and regulatory requirements.

The Information We Disclose

The Fund is an intergovernmental cooperative organized under Wisconsin law and is subject to the Wisconsin Open Records Law. This means that we will disclose information about Participants as may be required by such law. We may also disclose your nonpublic information to government agencies and regulatory organizations, when permitted or required by law.

Except as described above, any nonpublic information you provide to us is kept confidential. We do not share the information we collect about you with any third parties, except as may be necessary to provide the services or products requested by you. This means we may disclose your information to our affiliates and other third parties who help us provide products and services to you. For example, we may share your information with a transfer agent to process your transactions with us, and we may provide your account information to a third party service provider so that reports and account statements can be printed and mailed. These service providers are only permitted to use this information for purpose of providing us services for which we hired them, and they are not permitted to share this information or use this information for any other purpose.

Protection of Information

For your protection, we restrict access to your nonpublic information to those individuals who need to know that information to provide products and services to you. We maintain physical, electronic and procedural safeguards that are designed to comply with federal standards to maintain the confidentiality of your nonpublic information.

Updating Your Information

The accuracy of your personal information is important to us. You can correct, update or confirm your personal information anytime by calling the Administrator, PMA Financial Network Inc., at 1-866-747-4477.

THE FUND'S PORTFOLIO HOLDINGS DISCLOSURE POLICY

The Fund has adopted a Disclosure of Portfolio Holdings Policy to provide reasonable assurance that information related to the portfolio holdings of the Fund remains confidential and is not selectively disclosed until such time as the information may be released publicly. Under the policy, the Fund and its service providers are required to protect the confidentiality of the Fund's portfolio holdings and rate history and prevent the selective disclosure of information about the Fund's portfolio holdings that is not otherwise publicly available, except in the limited circumstances permitted by the policy. Generally, the Fund is permitted, if deemed necessary or appropriate by the Fund's management and deemed to be in the best interest of the Fund, to make public disclosures of the Fund's portfolio holdings, such as through publishing the information in a report to Participants or posting such information on the Fund's website. Disclosure of Fund information is also permitted to the extent necessary to comply with the Wisconsin Open Records Law.

In addition, under the policy, Fund portfolio holdings information, which has not been publicly disseminated, may be selectively be disclosed to such persons, and subject to the conditions, identified forth below.

Fund Management. Fund portfolio holdings information may be provided to the Fund's Commissioners and its officers as may be requested by them to perform their respective duties.

Fund Service Providers. Fund portfolio holdings information may be provided to the Fund's service providers who are subject to duties of confidentiality with respect to such information, including, without limitation, the Fund's: investment advisor; sub-advisor; distributor; administrator; accounting agent; transfer agent; custodian; legal counsel; and auditors, but only to the extent required by law or, to the extent management deems necessary to enable such service providers to carry out their specific duties, responsibilities and obligations to the Fund.

Rating or Ranking Agencies. Fund portfolio holdings information may be provided to a recognized rating or ranking agency, such as Standard & Poor's, for its use in developing a rating for the Fund or in evaluating the category in which the Fund should be placed; provided that the recipient provides the Fund with a written confidentiality agreement in a form and substance acceptable to the Fund's legal counsel that reasonably protects the confidentiality of the Protected Information and limits the recipient's use and disclosure thereof.

Other Recipients. Fund portfolio holdings information may be provided to other persons upon advance approval by the Commissioners; provided that (1) the Commissioners make a good faith determination that the Fund has a legitimate business purpose to provide the information and that such disclosure is in the Fund's best interests; and (2) the recipient provides the Fund with a written confidentiality agreement in a form and substance acceptable to the

Fund's legal counsel that reasonably protects the confidentiality of the Fund portfolio holdings information and limits the recipient's use and disclosure thereof.

Government Entities and Regulators. The Fund may disclose Fund portfolio holdings information in response to requests from government entities and regulators, to comply with valid subpoenas or to otherwise comply with applicable law.

Other than as described within the policy or as required by law, no person associated with the Fund or any other service provider to the Fund may disclose information regarding portfolio holdings of the Fund. The Fund and each of its Commissioners, officers, and service providers must adhere to the policy

FINANCIAL AND PERFORMANCE INFORMATION

The financial, performance and rate information for the Portfolios can be obtained by contacting the Administrator, PMA Financial Network Inc., telephone toll-free, 1-866-747-4477, during regular business hours or by mail at 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563.

The name "Wisconsin Investment Series Cooperative" is the designation of the Fund under its Intergovernmental Cooperation Agreement and the name "Wisconsin Investment Series Cooperative Commission" is the designation of the Commission under the Intergovernmental Cooperation Agreement. The names of the Commission and the Fund refer to the Commissioners collectively in such capacity as not personally or as individuals. All persons dealing with the Commission and the Fund must look solely to the Fund property for the enforcement of any claims against the Commission or the Fund since neither the Commissioners, officers, agents nor Participants assume any personal liability for obligations entered into on behalf of the Commission.

Brown County
Information Services
Budget Status Report
5/26/2010

	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 1,055,741	\$ 320,618	30.37%
Fringe Benefits	\$ 430,993	\$ 158,901	36.87%
Operations & Maintenance	\$ 1,069,337	\$ 261,551	24.46%
Utilities	\$ 202,312	\$ 74,598	36.87%
Chargebacks	\$ 6,776	\$ 2,259	33.33%
Contracted Services	\$ 380,700	\$ 35,780	9.40%
Depreciation	\$ 903,864	\$ 174,056	19.26%
Outlay	\$ -	\$ -	-
Transfer Out	\$ 87,389	\$ 16,987	-
Charges for Sales and Service	\$ -	\$ -	-
Miscellaneous Revenue	\$ -	\$ -	-
Charges to County Departments	\$ 4,135,560	\$ 1,093,554	26.44%
Transfer In	\$ -	\$ 3,960	-

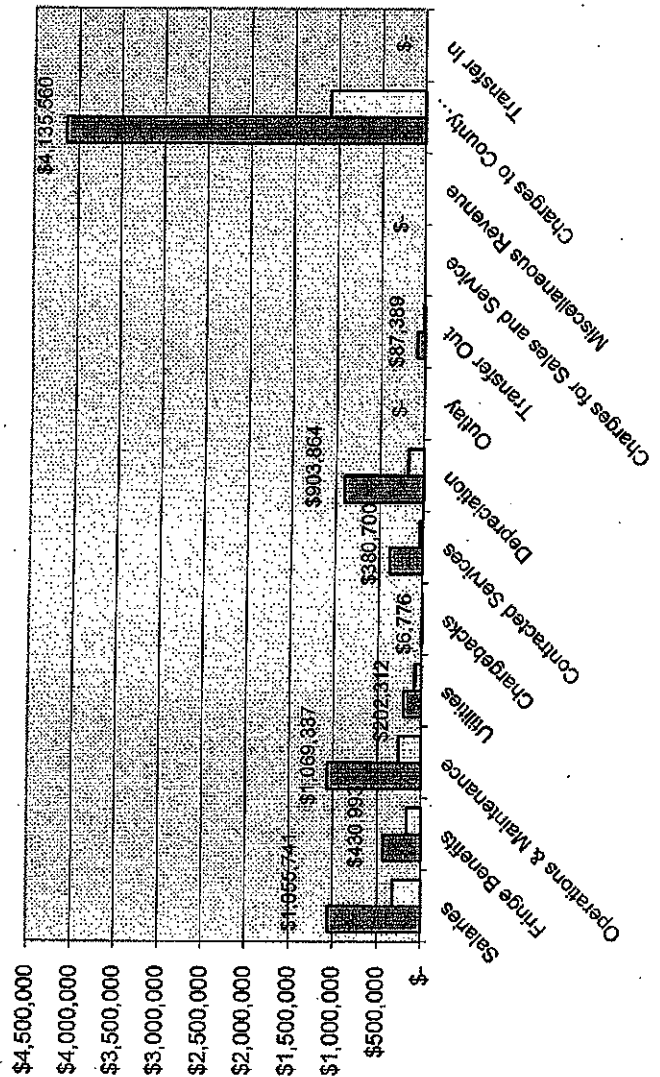
HIGHLIGHTS:

Expenses: The expense budget for 2010 is tracking nicely. Transfer Out is for the programmer/analyst wages for January and February 2010 as the position moved from Administration to Information Services.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses. Transfer In cost is maintenance costs paid for in 2009 and being transferred to 2010.

Information Services
April 30, 2010

■ Annual Budget
□ YTD Actual



BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	Library Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	Library Board
<input checked="" type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	105.050.021.100.5300.003	Supplies Technology	10,000.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	105.050.023.011.5307.100	Repairs & Maintenance - Eq.	8,000.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	105.050.023.012.5307.100	Repairs & Maintenance - Eq.	4,000.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	105.050.021.100.9003	Transfer Out	10,000.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	105.050.023.011.9003	Transfer Out	8,000.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	105.050.023.012.9003	Transfer Out	4,000.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	420.022.422.6110.003	Outlay Technology	22,000.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	420.022.422.9002	Transfer In	22,000.00

Narrative Justification:

To record interdepartmental transfer of \$22,000 to Information Services for purchase of new server or server related equipment.

Robert J. Heumann 5/20/10

AUTHORIZATIONS


Signature of Department Head

Department: Library/Information Services

Date: 5/20/10


Signature of Executive

Date: 5/25/10

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input checked="" type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input checked="" type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	710.022.001.9003	Transfer Out	\$70,402.09
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.5100	WAGES	\$53,505.21
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.5110.100	021/022 FICA	\$ 4,045.85
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.5110.300	031 WRS ER	\$ 2,568.38
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.5110.310	320 WRS CR	\$ 3,041.27
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.5110.220	900 LIFE	\$ 5.10
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.5110.200	803 HEALTH	\$ 6,559.65
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.5110.210	876 DENTAL	\$ 454.07
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.5110.235	995 LTD	\$ 222.56
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.032.030.9002	Transfer In	\$70,402.09
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.032.030.5100	WAGES	\$53,505.21
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.032.030.5110.100	021/022 FICA	\$ 4,045.85
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.032.030.5110.300	031 WRS ER	\$ 2,568.38
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.032.030.5110.310	320 WRS CR	\$ 3,041.27
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.032.030.5110.220	900 LIFE	\$ 5.10
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.032.030.5110.200	803 HEALTH	\$ 6,559.65
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.032.030.5110.210	876 DENTAL	\$ 454.07
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.032.030.5110.235	995 LTD	\$ 222.56

Narrative Justification:

The County Board returned a Programmer Analyst Position to Information Services effective March 18, 2010. The Administration Department has calculated this budget transfer of all the salary and fringe dollars to move from their budget to Information Services.

AUTHORIZATIONS

Robert J. Hermann
Signature of Department Head

Department: IS

Date: 6/11/10

Sam Hong
Signature of Executive

Date: 6/14/10

JK

Director's Report – June 24, 2010

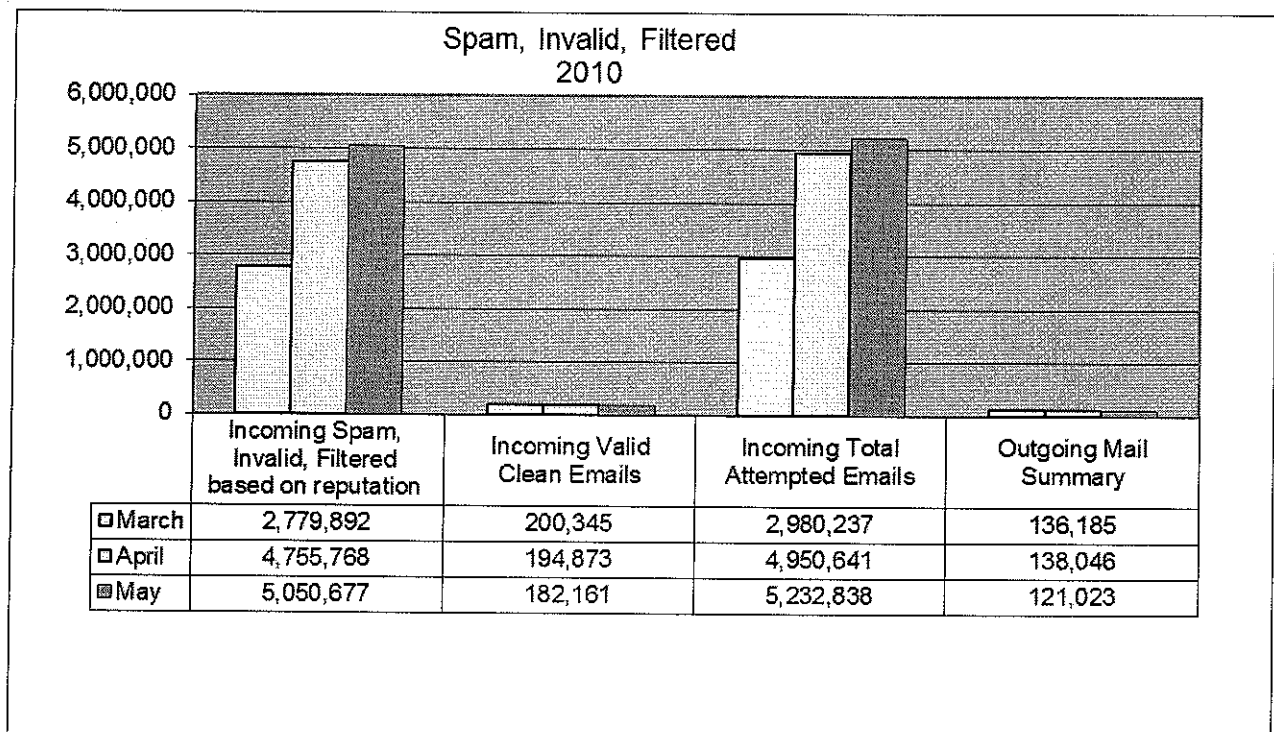
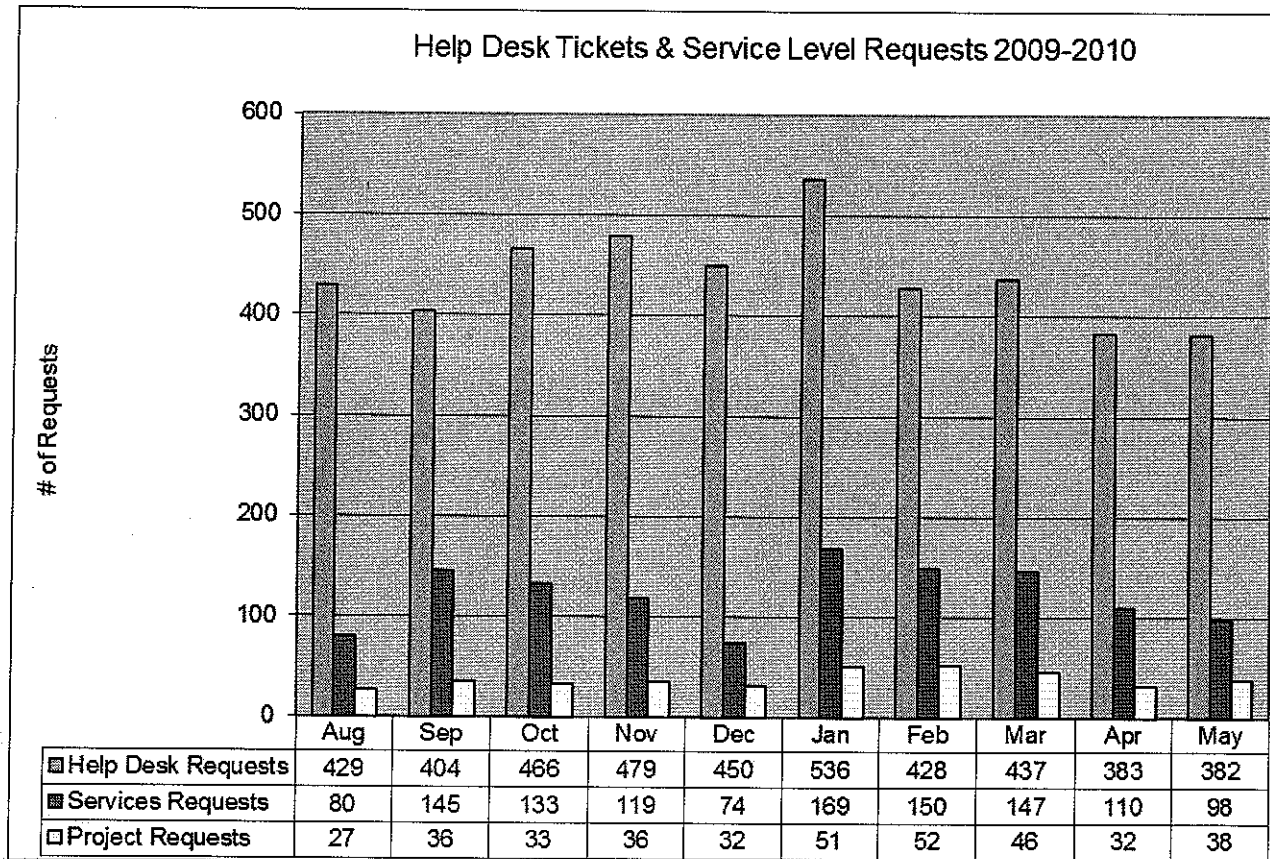
The information provided below highlights some of the activities and opportunities the Information Services Department has recently been encountering.

Update on Current Technology Initiatives

- The new Unified Communications System (a Voice over Internet Protocol (VoIP) phone system) continues as a key 2010 technology initiative. Brown County locations moved to the new system since the last report are: Museum, Solid Waste and Highway. The ADRC is scheduled to convert June 23.
- Software for the new county wide video recorder system for security cameras was installed on the servers Monday, February 22, 2010. The CTC is fully operational on the new system. Additional IP based security cameras were installed in the Northern Building and Sophie Beaumont during June.
- The Information Services Department continues to support the efforts underway for the current phase of the Enterprise Resource Planning (ERP) financial software implementation. Modules for payroll and Human Resources are being worked on in conjunction with the time and attendance software from Kronos.
- The IS Dept is working with ADRC and Child Support to find the correct software solution that will allow them to start scanning their paper files and moving to a modern electronic imaging system for storage and retrieval of client records. Our goal is to find a solution that will be able to grow with Brown County as more departments adopt electronic storage over paper.
- The equipment has arrived to create a technology disaster recovery network. The implementation plan has been worked out on paper. This is a complex project broken down into four major phases that will impact both the primary Data Center as well as the Disaster Recovery Center, with each phase having many technological milestones that must work around active live systems. The completion date will be early 2011. The first physical equipment installation will start the week of June 21, 2010.
- The IS Dept continues to work with the Library and their software vendor in building the hardware infrastructure for their new software.

Monthly Volume Statistics

- Every month I will provide charts that reflect the volume of valid and invalid email activity on the BC servers and assistance requests being experienced by the IS Department.



Concerns

- Email is a key productivity tool for many BC employees to perform their daily jobs. With the huge amount of personal information BC has on the computer systems there is a need to initiate the use of a security tool to encrypt email. Communications have started between Brown County and the State of WI for encryption of email between the two entities.
- The IS Dept is working closely with the Risk Management Dept to mitigate the Personal Credit Information (PCI) risk and complexity in the various departments that accept credit cards. We believe solutions to lower the risk at the Golf Course, Solid Waste and the Airport are defined. The complexity of the Library credit card interactions with the software is creating a more challenging resolution and solution planning is still underway.
- The IS Department is working with Human Services as the search for a new Electronic Health Records System has intensified and the RFP selection vendor Dixon Hughes is planned to be onsite June 16-18. The current timeline is to have the vendor and software package selected by October 5, 2010. Tom Hinz, Brian Shoup and Bob Heimann are working on the concern of not having a project management team to dedicate into this critical project.

Staffing

- The IS staff continues to be short staffed in the areas of server management, telecommunications and Desktop support.

Projects

- There have been some preliminary discussions surrounding the 2010 BC IS requirement to research and implement some additional security regulations being rolled out by the FBI for selected systems. Government groups are trying to determine exactly what will satisfy the FBI requirement. This is a must do task for the FBI that will be focused within the Law Enforcement area.
- The Law Records Management System (LRMS) has kicked off and a team is meeting as the planning and work assignments begin.

I would be happy to address any questions regarding this report.

No specific action is being requested of the Administration Committee at this time.

Respectfully submitted,

Robert Heimann
Brown County Information Services Director

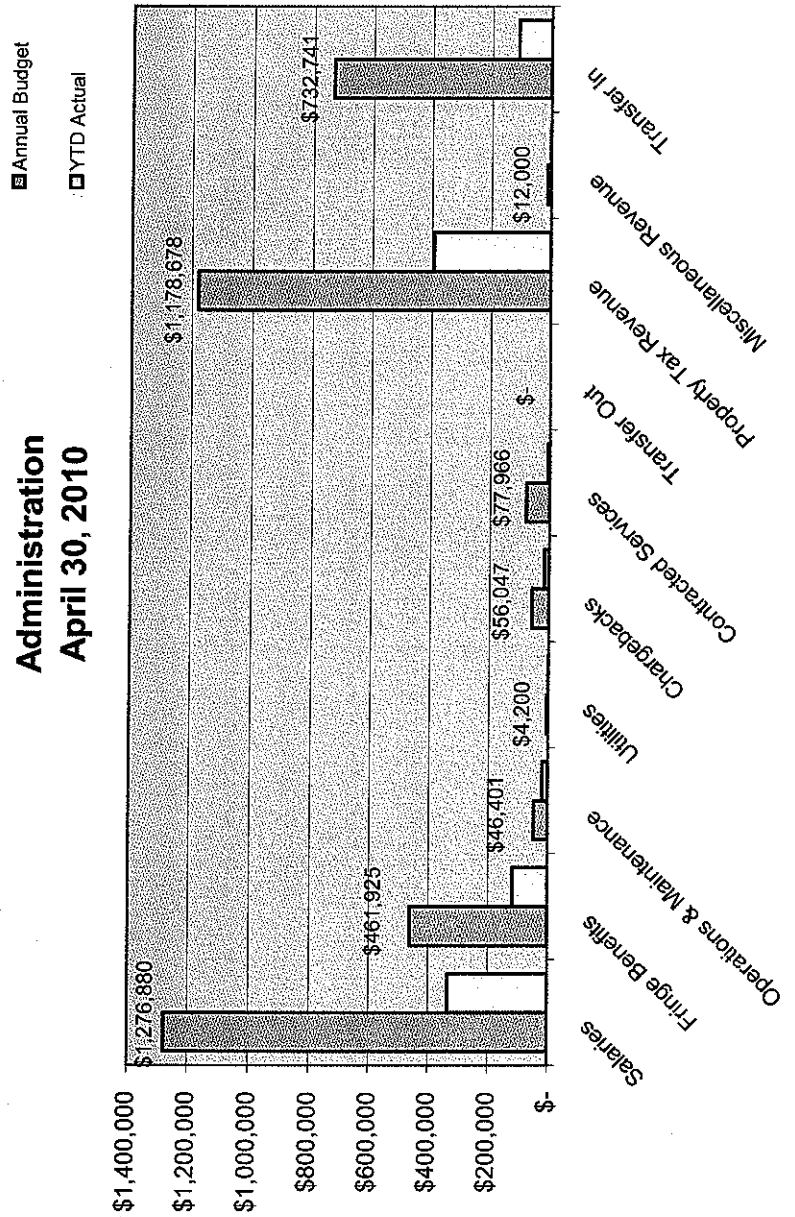
	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 1,276,880	\$ 333,775	26.14%
Fringe Benefits	\$ 461,925	\$ 117,393	25.41%
Operations & Maintenance	\$ 46,401	\$ 18,617	40.12%
Utilities	\$ 4,200	\$ 818	19.49%
Chargebacks	\$ 56,047	\$ 15,685	27.99%
Contracted Services	\$ 77,966	\$ 5,000	6.41%
Transfer Out	\$ -	\$ -	0.00%
Property Tax Revenue	\$ 1,178,678	\$ 392,893	33.33%
Miscellaneous Revenue	\$ 12,000	\$ 734	6.12%
Transfer In	\$ 732,741	\$ 110,888	15.13%

HIGHLIGHTS:

Expenses: Year to date savings in salaries and fringe of \$128,434 partially due to vacancies in the Finance Manager, Purchasing Manager and DOA positions. Operations and Maintenance is slightly over budget year to date due to the purchase of VoIP phones in February. This will level off during the year.

Revenues: Transfer in is reimbursement for salaries of the project implementation team as well as three finance staff previously in the Human Services table of organization.

Administration April 30, 2010



Department of Administration - March 2010

Detail

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior YTD Total
<u>Fund: 100 - GF</u>									
<u>Revenues</u>									
PTX - Property taxes									
4100 - General property taxes	1,178,678.00	0.00	1,178,678.00	98,223.17	0.00	392,892.68	785,785.32	33%	468,772.00
PTX Total:	\$1,178,678.00	\$0.00	\$1,178,678.00	\$98,223.17	\$0.00	\$392,892.68	\$785,785.32	33%	\$468,772.00
MRV - Miscellaneous revenue									
4900 - Miscellaneous	12,000.00	0.00	12,000.00	203.00	0.00	734.00	11,266.00	6%	920.25
MRV Total:	\$12,000.00	\$0.00	\$12,000.00	\$203.00	\$0.00	\$734.00	\$11,266.00	6%	\$920.25
CCD - Charges to county departments									
4800 - Intra-county charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
CCD Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
IRI - Transfer in									
9000 - Carryover	0.00	64,666.00	64,666.00	0.00	0.00	0.00	64,666.00	0%	0.00
9002 - Transfer in	668,075.00	0.00	668,075.00	24,081.53	0.00	110,888.44	557,186.56	17%	53,604.20
9002.200 - Transfer in - HR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
IRI Total:	\$668,075.00	\$64,666.00	\$732,741.00	\$24,081.53	\$0.00	\$110,888.44	\$621,852.56	15%	\$53,604.20
Revenue Totals:	\$1,858,753.00	\$64,666.00	\$1,923,419.00	\$122,507.70	\$0.00	\$504,515.12	\$1,418,903.88	26%	\$523,296.45
<u>Expenditures</u>									
PER - Personnel services									
5100 - Regular earnings	1,271,880.00	0.00	1,271,880.00	72,748.61	0.00	306,313.59	965,566.41	24%	268,163.06
5102 - Paid leave earnings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5102.100 - Paid leave earnings - Paid Leave	0.00	0.00	0.00	8,217.74	0.00	26,121.93	(26,121.93)	+++	23,770.40
5102.200 - Paid leave earnings - Personal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5102.300 - Paid leave earnings - Casual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5102.400 - Paid leave earnings - Sick	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5102.500 - Paid leave earnings - Holiday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5102.600 - Paid leave earnings - Other (funeral, jury duty, etc)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5102.999 - Paid leave earnings - Accrual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5103 - Premium	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5103.000 - Premium - Overtime	5,000.00	0.00	5,000.00	172.06	0.00	1,339.19	3,660.81	27%	1,584.90
5103.100 - Premium - Comp time premium	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5103.200 - Premium - Shift differential	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5103.300 - Premium - Holiday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00

Department of Administration - March 2010

Detail

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior YTD Total
5109.100 - Salaries reimbursement - Short term disability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
PER Total:	\$1,276,880.00	\$0.00	\$1,276,880.00	\$81,138.41	\$0.00	\$333,774.71	\$943,105.29	26%	\$293,518.36
<u>FBI - Fringe benefits and taxes</u>									
5110 - Fringe benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5110.100 - Fringe benefits - FICA	98,239.00	0.00	98,239.00	5,967.17	0.00	24,576.21	73,662.79	25%	21,563.42
5110.110 - Fringe benefits - Unemployment compensation	1,878.00	0.00	1,878.00	0.00	0.00	0.00	1,878.00	0%	0.00
5110.199 - Fringe benefits - Back pay fringe	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5110.200 - Fringe benefits - Health Insurance	214,251.00	0.00	214,251.00	13,036.72	0.00	52,533.02	161,717.98	25%	55,687.05
5110.210 - Fringe benefits - Dental Insurance	17,621.00	0.00	17,621.00	1,215.00	0.00	5,075.06	12,545.94	29%	4,249.94
5110.220 - Fringe benefits - Life Insurance	1,028.00	0.00	1,028.00	139.57	0.00	496.37	531.63	48%	241.45
5110.230 - Fringe benefits - LT disability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5110.235 - Fringe benefits - Disability Insurance	8,765.00	0.00	8,765.00	666.94	0.00	2,783.12	5,981.88	32%	2,213.76
5110.240 - Fringe benefits - Workers compensation insurance	4,080.00	0.00	4,080.00	340.00	0.00	1,360.00	2,720.00	33%	155.88
5110.300 - Fringe benefits - Retirement	51,507.00	0.00	51,507.00	3,370.57	0.00	13,789.18	37,717.82	27%	10,907.91
5110.310 - Fringe benefits - Retirement credit	64,556.00	0.00	64,556.00	4,014.39	0.00	16,780.32	47,775.68	26%	12,773.31
FBT Total:	\$461,925.00	\$0.00	\$461,925.00	\$28,750.36	\$0.00	\$117,393.28	\$344,531.72	25%	\$107,792.72
<u>EMP - Employee costs</u>									
5201 - Training and educations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
EMP Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<u>OPM - Operations and maintenance</u>									
5300 - Supplies	50.00	0.00	50.00	0.00	0.00	0.00	50.00	0%	700.23
5300.001 - Supplies - Office	6,400.00	0.00	6,400.00	311.29	0.00	1,733.59	4,666.41	27%	2,183.82
5300.003 - Supplies - Technology	6,960.00	0.00	6,960.00	0.00	0.00	6,568.80	391.20	94%	0.00
5300.004 - Supplies - Postage	3,800.00	0.00	3,800.00	73.87	0.00	1,307.60	2,492.40	34%	1,473.82
5303 - Copy expense	2,300.00	0.00	2,300.00	81.27	0.00	444.46	1,855.54	19%	762.85
5304 - Printing	3,350.00	0.00	3,350.00	23.56	0.00	542.85	2,807.15	16%	3,119.73
5304.100 - Printing - Forms	850.00	0.00	850.00	0.00	0.00	137.68	712.32	16%	1,049.99
5305 - Dues and memberships	3,304.00	0.00	3,304.00	1,195.00	0.00	2,145.94	1,158.06	65%	750.00
5306.100 - Maintenance agreement - Software	5,158.00	0.00	5,158.00	2,650.00	0.00	5,158.00	0.00	100%	2,388.75
5308.100 - Vehicle/equipment - Gas, oil,	50.00	0.00	50.00	0.00	0.00	0.00	50.00	0%	3.22

PRODUCTION *Brown Co* PRODUCTION Department of Administration - March 2010

Detail

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget Less Transactions	% Used / Rec'd	Prior YTD Total
etc.									
5310 - Advertising and public notice	500.00	0.00	500.00	150.00	0.00	150.00	350.00	30%	0.00
5330 - Books, periodicals, subscription	200.00	0.00	200.00	0.00	0.00	0.00	200.00	0%	63.12
5340 - Travel and training	6,279.00	7,200.00	13,479.00	1.90	0.00	362.20	13,116.80	3%	480.12
5365 - Special events	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5390 - Miscellaneous	0.00	0.00	0.00	0.00	0.00	65.99	(65.99)	+++	0.00
OPM Total:	\$39,201.00	\$7,200.00	\$46,401.00	\$4,486.89	\$0.00	\$18,617.11	\$27,783.89	40%	\$12,975.65
<u>UTL - Utilities</u>									
5505 - Telephone	4,200.00	0.00	4,200.00	30.44	0.00	818.45	3,381.55	19%	1,663.26
UTL Total:	\$4,200.00	\$0.00	\$4,200.00	\$30.44	\$0.00	\$818.45	\$3,381.55	19%	\$1,663.26
<u>CHG - Chargebacks</u>									
5601.100 - Intra-county expense - Information services	54,225.00	0.00	54,225.00	4,366.34	0.00	15,078.00	39,147.00	28%	16,724.65
5601.200 - Intra-county expense - Insurance	1,822.00	0.00	1,822.00	151.83	0.00	607.36	1,214.64	33%	706.68
CHG Total:	\$56,047.00	\$0.00	\$56,047.00	\$4,518.17	\$0.00	\$15,685.36	\$40,361.64	28%	\$17,431.33
<u>CON - Contracted services</u>									
5706 - Temporary replacement help	6,500.00	37,400.00	43,900.00	0.00	0.00	0.00	43,900.00	0%	39,387.72
5708 - Professional services	14,000.00	20,066.00	34,066.00	0.00	0.00	5,000.00	29,066.00	15%	0.00
CON Total:	\$20,500.00	\$57,466.00	\$77,966.00	\$0.00	\$0.00	\$5,000.00	\$72,966.00	6%	\$39,387.72
<u>OTH - Other</u>									
5899 - Unallocated costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
OTH Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<u>TRO - Transfer out</u>									
9003.100 - Transfer out - General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
TRO Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Expenditure Totals:	\$1,858,753.00	\$64,666.00	\$1,923,419.00	\$118,924.27	\$0.00	\$491,288.91	\$1,432,130.09	26%	\$472,769.04
Revenue Total:	\$1,858,753.00	\$64,666.00	\$1,923,419.00	\$122,507.70	\$0.00	\$504,515.12	\$1,418,903.88	26%	\$523,296.45
Expenditure Total:	\$1,858,753.00	\$64,666.00	\$1,923,419.00	\$118,924.27	\$0.00	\$491,288.91	\$1,432,130.09	26%	\$472,769.04
Fund: 100 Net Total	\$0.00	\$0.00	\$0.00	\$3,583.43	\$0.00	\$13,226.21	(\$13,226.21)		\$50,527.41
Revenue Grand Total:	\$1,858,753.00	\$64,666.00	\$1,923,419.00	\$122,507.70	\$0.00	\$504,515.12	\$1,418,903.88	26%	\$523,296.45
Expenditure Grand Total:	\$1,858,753.00	\$64,666.00	\$1,923,419.00	\$118,924.27	\$0.00	\$491,288.91	\$1,432,130.09	26%	\$472,769.04
Grand Total:	\$0.00	\$0.00	\$0.00	\$3,583.43	\$0.00	\$13,226.21	(\$13,226.21)		\$50,527.41

2010 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
10-47	5/17/10	Facility & Park Mgmt/Sheriff/HS	Allocation of grant funds from FM to Sheriff and Human Services to purchase three hybrid vehicles as part of Brown County's 25x25 Plan.	4	Approved 5/17/10	Y		
10-48	5/17/10	Facility & Park Management	Transfer of \$138 from Parks general outlay to Fairgrounds outlay to purchase a utility cart.	1	N/A	N	---	J4554
10-49	5/19/10	Public Safety - E. Mgmt	Allocation of a \$4,500 grant to purchase a control station (radio).	5	Approved 5/24/10	Y		
10-50	5/21/10	Sheriff	Allocation of \$10,465 in insurance recovery funds to outlay for the replacement of a damaged squad car.	5	Approved 5/24/10	Y		
10-51	5/24/10	Land & Water Conservation	Allocation of \$40,000 TMDL grant from the WI DNR for salaries, a scanner and other additional equipment.	5	Approved 5/24/10	Y		
10-52	5/24/10	Public Safety Comm.	Allocation of \$221,000 from the Village of Ashwaubenon to transfer their dispatching services to Brown County.	5	Approved 5/24/10	Y		
10-53	5/20/10	Library/ Information Services	Transfer of \$22,000 in Library funds for Information Services to purchase a back-up server and server-related equipment.	4	Approved 5/24/10	Y		
10-54	5/24/10	Sheriff	Use of \$149,550 in project fund balance for the Jail Management System Replacement project outlay.	5	Approved 5/25/10	Y		
10-55	5/25/10	Treasurer	Allocation of \$45,200 in increased tax revenues to settle up with municipalities for uncollected personal property taxes due to so many foreclosures.	5	Approved 5/25/10	Y		
10-56	5/24/10	Sheriff	Allocation of \$25,000 Corridor Enforcement grant from WI DOT to monitor Hwy 41 in preparation for reconstruction.	5	Approved 5/26/10	Y		
10-57	6/2/10	PALS	Transfer of \$10,300 from professional services account to purchase software for LIO GIS project.	3a	Approved 6/7/10	N	---	J4785 No actual needed
10-58	6/3/10	PALS	Transfer of \$9,620 from regular earnings to pay for temporary help to cover two vacancies in the department.	3a	Approved 6/7/10	N	---	J4786 No actual needed
10-59	6/7/10	NEW Zoo	Allocation of \$3,257 in cook book sales to be spent in the Zoo gift shop.	5	Approved 6/15/10	Y		
10-60	6/7/10	NEW Zoo	Allocation of \$3,100 donation from Linda Immel for an aviary.	5	Approved 6/15/10	Y		
10-61	6/8/10	U.W. Extension	Allocation of \$5,255 from Dairy Promotions and the Fair Association to reimburse for printing costs.	5	Approved 6/15/10	Y		
10-62	6/9/10	Facility & Park Management	Transfer of \$2,700 in outlay from Barkhausen to Reforestation Camp for utility cart and parking lot lift gate.	2a	Approved 6/15/10	N	---	

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
10-63	6/14/10	Child Support	Allocation of \$4,890 in ARRA incentive matching funds for staff to attend a WCSEA Fall Conference.	5	Approved 6/15/10	Y		
10-64	6/11/10	Information Services	Transfer of funds coinciding with Programmer/Analyst position from Administration to IS effective March 18, 2010.	3b	Approved 6/15/10	Y		
10-65	6/9/10	Port and Solid Waste	Allocation of \$30,000 from blower sale to purchase \$35,000 smaller blower for Gas-to-Energy facility.	5	Approved 6/15/10	Y		
10-66	6/9/10	Port and Solid Waste	Allocation of \$16,000 from Closure Fund to purchase a replacement blower for the West Landfill.	2a	Approved 6/15/10	N	---	

Revised 6/14/10

2010 GRANT APPLICATION APPROVAL LOG
JUNE ADMINISTRATION COMMITTEE

SPAGER BUDGET OR APP #	APP DATE	ARRA FUNDS?	DEPARTMENT	GRANT TITLE	GRANTOR AGENCY	APPLIED AMOUNT	MATCH REQ'D	PERIOD	SUMMARY DESCRIPTION
10-11	5/14/10	No	Facility and Park Management	County Conservation Aids - Haller's Creek Culvert Replacement	WI DNR	1,474	1,474	7/10-6/11	Funds used to replace a culvert on the trail system at the Reforestation Camp.
10-12	5/19/10	No	Public Safety - E. Mgmt	HS Law Enforcement Command Radio Grant (2007)	Office of Justice Assistance	4,500	0	6/10-6/10	Funds used to purchase a control station to allow the EOC to operate on the WI Interoperable System for Communications.
10-13	6/10/10	No	District Attorney	Crime Prevention Grant	Crime Prevention Foundation - Greater GB Comm Foundation	1,500	0	9/10-9/11	Funds will purchase video equipment for DA's office to use during court hearings and trials instead of borrowing or renting.
10-14	5/27/10	Yes	Sheriff	JAG Recovery Act - LiveScan Implementation	US Department of Justice passed through OJA	17,000	0	5/10-12/10	Funds will be used to install Livescan fingerprinting system at the courthouse so that individuals can be ordered to submit their prints as a condition of bond.
10-15	5/27/10	No	Sheriff	Homeland Security Law Enforcement Specialty Team Equipment Grant	Office of Justice Assistance	40,500	0	5/10-5/10	Funds will be used to purchase a new bomb suit and other equipment for the Bomb Squad.
10-16	6/2/10	No	Sheriff	High Intensity Drug Trafficking Area	Executive and Milwaukee HIDTA	32,000	0	6/10-12/10	Funds will be used to reimbursement travel and purchase a K-9 vehicle for the Drug Task Force.



The Government Finance Officers Association
of the United States and Canada

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

Department of Administration
Brown County, Wisconsin

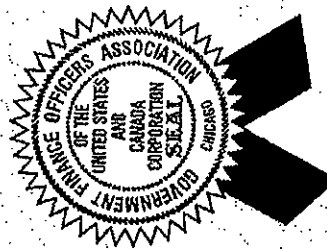
The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.

Executive Director

Jeffrey R. Snow

Date

May 14, 2010





Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

May 14, 2010

PRESS RELEASE

For Further Information Contact
Stephen J. Gauthier (312) 977-9700

Chicago--The Government Finance Officers Association of the United States and Canada (GFOA) is pleased to announce that **Brown County, Wisconsin** has received the GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. This has been presented to **Department of Administration**.

For budgets including fiscal period 2009, 1,214 entities received the Award. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

The Government Finance Officers Association is a nonprofit professional association serving over 17,600 government finance professionals throughout North America. The GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting.

Introduction

The Brown County Capital Improvements Program (CIP) analyzes the County's capital asset needs and identifies major projects that enhance and support the County's ability to provide needed services. Capital improvement projects are different from programs adopted in the operating budget, often representing very large financial obligations that may span two or more fiscal years. It is important that they be properly planned, budgeted and tracked. Because of the unique nature of capital improvements, the processes for preparing, prioritizing and presenting them are different from the operating budget. Capital improvement projects require additional information such as geographic location, multi-year funding sources and impact on the operating budget. The ability to forecast capital needs is becoming more complex, precise and expensive. The CIP is a schedule of major County projects expected to be undertaken during the next five years.

Objectives of the Capital Improvement Program

There are several objectives of the CIP:

1. A CIP sets a realistic schedule of capital improvements that can be implemented within the limits of the County's financial resources.
2. It is a mechanism for departments to identify potential projects and provide justification for their need to the County Executive. Projects can be evaluated from a long-term perspective rather than simply satisfying immediate needs.
3. The plan also serves as a conduit of information from the various departments to the County Board.
4. It is a comprehensive document that not only provides continuity in financial decisions but connects long-term planning to the annual budget process for major projects.
5. The CIP will stabilize the tax levy over time and effectively match future expenditures with the capacity to pay for them in a given time frame.
6. Improving public awareness about future needs is another valuable objective of a CIP.

Capital Improvements Projects Defined

For the purposes of the CIP, a capital asset to be included in a CIP is defined as:

1. an expenditure that is for a County department or operation;
2. generally non-recurring;
3. has a cost over **\$250,000**; and
4. has a service life of **five (5)** years or greater.

Goals and Expectations of the CIP

The most important issue faced by the County is the maintenance of a balance between operational expenditures and capital expenditures. The County needs to protect its \$450,000,000.00 investment in buildings, equipment, infrastructure and land improvements. In the past, capital projects would have been deferred to supplement the operating budget; however, there is recognition that the two portions of the budget (operating and capital) are of equal importance to the County. There are legitimate needs that will not be funded through the normal budget process. It is the purpose of the CIP to develop a funding mechanism within the scope of the adopted Capital Improvements Plan Policy and Procedures for these needs.

Important Points

In the proposed CIP, only the projects need to be approved by the Administration Committee and County Board.

Projects are listed under what funding they are eligible for according to the adopted CIP Policy and Procedures—funding for the approved projects will be part of the 2011 Budget process and future annual budgeting processes.

DATE: _____

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

**RESOLUTION AUTHORIZING THE IMMEDIATE IMPLEMENTATION OF A
CAPITAL IMPROVEMENT PROGRAM (CIP)**

WHEREAS, the impacts of the existing and continuing County tax rate limit and levy limit produce challenges regarding budgeting; and

WHEREAS, an effective strategy for the County to stay within limits imposed by the state without compromising essential public services is a Capital Improvement Program (CIP); and

WHEREAS, a CIP will allow the County to maximize the use of available financing mechanisms and prepare for the future in a well-planned and cost-effective manner; and

WHEREAS, the CIP is a tool for understanding the County's major capital project needs by planning and budgeting for their implementation, and this proactive approach can help the County focus more clearly on its priorities by directing funds to the programs and projects that best meet essential needs and finite resources; and

WHEREAS, typical projects that fall into the capital expenditure category are: buildings, major equipment, roads, land purchases and park development; and

WHEREAS, a CIP identifies capital needs and revenue sources for an established (e.g. five year) period, and these needs are developed and prioritized by evaluating the remaining useful life of existing capital equipment and facilities while projecting future needs, and the

result is a continuous five-year budget that can be adjusted based on changing priorities, available funding, and new projects or programs; and

WHEREAS, there are many benefits that can be derived from a CIP which include: compelling the County to set realistic and affordable priorities to implement its plan; reduction of crisis adjustments and management while improving the distribution of funds; provision of efficiencies through setting priorities; focuses attention on condition and replacement needs for existing facilities; promotion of sound fiscal planning and maintenance of bond rating; provides a framework for public education and participation; meeting requirements for certain state/federal funding sources; enhances decisions and fosters mechanisms for monitoring and revision; and

WHEREAS, a County Board may adopt a resolution creating a CIP.

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors does hereby authorize the immediate implementation of a Capital Improvement Program (CIP); and

BE IT FURTHER RESOLVED that the Capital Improvement Plan Policy and Procedures (attached hereto and incorporated herein by reference) is hereby endorsed and approved; and

BE IT FURTHER RESOLVED that the CIP shall be administered by the County Executive, subject to review by the Administration Committee.

Respectfully submitted,

Administration Committee

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

Fiscal Note: This resolution does not require an appropriation from the General Fund. This is an enabling resolution for the purposes of future budgeting considerations.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEESE	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

ELLEN C. SORENSEN

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

June 14, 2010

TO: Administration Committee

FROM: Ellen Sorensen *ES*
Director of Administration

SUBJECT: June 2010 Administration Committee Director's Report

Staffing

Currently there is one project team member position open with the resignation of Heidi Hietpas. In discussions with Wendy Charnon, Project Manager, the position will be replaced but will have a different focus based upon the current needs of the project. Some budget savings will be realized from the job opening and delay in hiring this limited-term position.

Finance & Budget

The first quarter report for 2010 is included in this packet. Of note is the following: the Treasurer's net is (\$201,239) as a result of greater-than-anticipated refunds; General Government is at a deficit because shared revenues from the State are not scheduled for disbursement until June and November; Syble Hopp School's fiscal year is that of the State which runs from July 1st through June 30th rather than the County's fiscal year; and finally there is a \$597,257 surplus in the Sheriff's budget as a result of some operational changes made in the jail. This is an initial trend seen in the first quarter of 2010 and will be monitored closely as the Sheriff is cautiously optimistic that this trend will continue.

Administration is working on budget roll out as well as working on developing the procedures for the Five Year Capital Improvement Program with clearly articulated materials for department heads.

Departmental Updates

Of note are the efforts of Purchasing to develop a more efficient procurement card system for Brown County as well as working on the purchasing ordinance with Corporation Counsel.

In an attempt to transition into Brown County in an effective and efficient way, I have been meeting with each department head to better understand their departments and discuss how Administration can work more effectively with them. Those visits are close to completion.

If you have any question please feel free to contact me.

cc: Tom Hinz



Under = savings

Department	Property Tax			Comments on Adjustments
	2010 Levy	Actual Need	Adjustments	
Corporation Counsel	\$ 58,177	\$ 67,041	\$ (19,633)	Reimbursement for IVD cases was not completed in March
Clerk	98,374	58,961	-	
Administration	294,670	285,027	-	
Facilities	787,779	594,487	-	
Human Resources	463,890	305,846	-	
Treasurer expenses	153,774	204,806	-	Treasurer's net - \$201,239; Personal property and real estate refunds are more than anticipated.
Treasurer Investment Income	(800,450)	(1,052,722)	-	
General Government	(2,856,184)	(1,514,278)	(1,226,424)	Shared revenue and exempt computer aid not received from the State until June and November.
Child Support	88,604	61,897	28,659	Reimbursement for IVD cases was not completed in March
Debt Service	-	(89,772)	89,772	Interest payment due 5/1/10, principal and interest due 11/1/10. Savings is retained for future years.
Debt Service Principal	-	-	-	
Administration	(1,711,366)	(1,078,707)	(1,127,626)	Balance is retained by Library
Library	1,652,338	1,493,972	158,366	
Museum	265,978	252,796	-	
Parks	347,717	175,681	-	
Veterans Services	105,013	95,002	-	
Ed & Rec	2,371,046	2,017,451	158,366	
Board of Supervisors	183,119	187,882	-	Dues and memberships paid in the January
Executive	80,414	103,436	-	Green Bay Area of Commerce contribution is paid in January
Community Programs	263,533	291,318	-	
Community Treatment Center	4,759,007	4,485,439	-	
Health	741,270	961,799	(127,468)	Adjusted by depreciation of \$127,468
Aging & Disability	518,877	622,178	(178,308)	Correction made in April to recognize license fee revenue
	229,532	229,532	-	
Syble Hopp	757,940	1,337,824	(579,884)	Due to timing of school year more levy is required for the first five months of the year
Human Services	7,006,626	7,636,772	(885,660)	
Land & Water Conservation	134,842	131,554	-	
Planning, Prop Listing, Zoning	183,942	120,306	-	
Register of Deeds	(98,226)	(25,129)	-	
UW - Extension	107,619	139,552	-	
Highway	96,612	(86,219)	182,831	Real estate market is still down
Highway Capital Projects	321,972	37,739	-	Additional revenue will be recognized during summer months
Highway County Roads & Bridges	77,244	(229,893)	307,137	Balance is retained in Highway Department
PD&T	824,005	87,910	774,201	Balance is required to complete the 2010 Highway projects
Circuit Courts	564,414	347,171	(5,824)	Amount petitioned for bridges is retained in the account
Clerk of Courts	307,567	140,638	(3,202)	
Public Safety Communications	1,315,920	1,286,283	-	Reimbursement for IVD cases was not completed in March
Medical Examiner	79,626	60,317	-	Reimbursement for IVD cases was not completed in March
District Attorney	315,333	307,144	-	
Sheriff	6,951,069	6,353,812	-	Savings in wages have been recognized due to the closing of a pod at the Jail and the budgeted increase for wages that has not been recognized since labor negotiations are in progress.
Public Safety	9,533,929	8,495,365	(9,026)	
TOTALS	18,287,773	17,450,109	(1,089,745)	

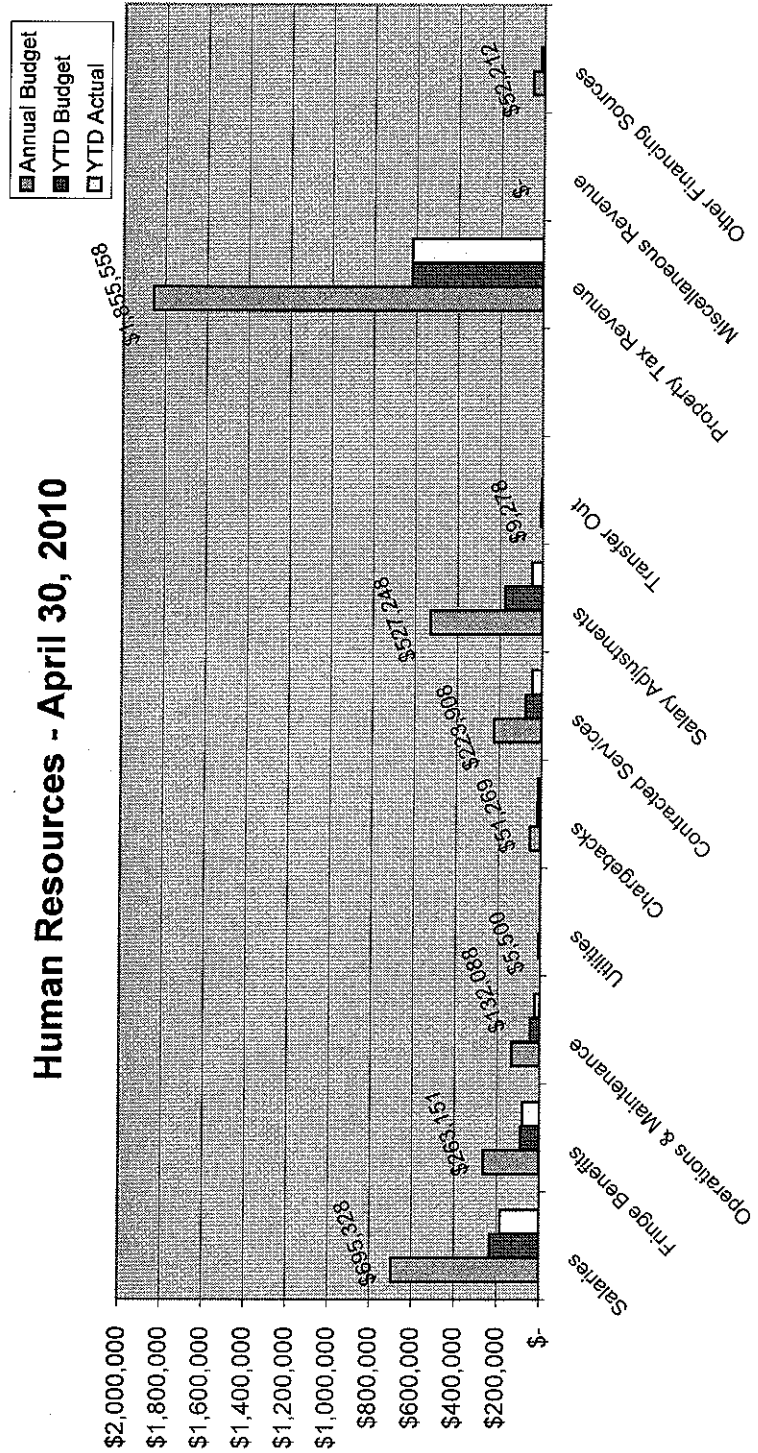
Brown County
Human Resources
Budget Status Report
4/30/2010

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 695,328	\$ 231,776	\$ 182,893
Fringe Benefits	\$ 263,151	\$ 87,717	\$ 79,483
Operations & Maintenance	\$ 132,088	\$ 44,029	\$ 24,162
Utilities	\$ 5,500	\$ 1,833	\$ 1,126
Chargebacks	\$ 51,269	\$ 17,090	\$ 14,287
Contracted Services	\$ 223,908	\$ 74,636	\$ 45,065
Salary Adjustments	\$ 527,248	\$ 175,749	\$ 50,000
Transfer Out	\$ 9,278	\$ 3,093	\$ -
Property Tax Revenue	\$ 1,855,558	\$ 618,519	\$ 618,519
Miscellaneous Revenue	\$ -	\$ -	\$ -
Other Financing Sources	\$ 52,212	\$ 17,404	\$ -

HIGHLIGHTS:

All cost categories are within budget. The Salary Adjustment line item is used for Retirement Payout, Retroactive Pay (if the department budget cannot absorb) and Casual Leave Payout.

Human Resources - April 30, 2010



PRODUCTION *Brown Co* PRODUCTION APRIL 2010 BUDGET FINANCIAL REPORT

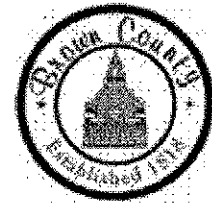
Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget Less Transactions	% Used / Rec'd	Prior Year Total
Fund: 100 - GF									
Revenues									
PTX - Property taxes	(2,586,705.00)	0.00	(2,586,705.00)	(215,558.75)	0.00	(862,235.00)	(1,724,470.00)	33%	(3,413,393.00)
OTX - Other taxes	1,675,000.00	0.00	1,675,000.00	157,275.91	0.00	881,939.65	793,060.35	53%	2,044,670.26
ICS - Intergovernmental charges for services	0.00	0.00	0.00	1,748.98	0.00	17,552.04	(17,552.04)	+++	44,923.96
MRV - Miscellaneous revenue	61,300.00	0.00	61,300.00	4,015.25	0.00	8,988.36	52,311.64	15%	2,098.32
IEE - Interest & investment earnings	1,465,500.00	0.00	1,465,500.00	128,106.82	0.00	451,191.53	1,014,308.47	31%	1,417,675.65
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	1,677.00
Revenue Totals:	\$615,095.00	\$0.00	\$615,095.00	\$75,588.21	\$0.00	\$497,436.58	\$117,658.42	81%	\$97,652.19
Expenditures									
PER - Personnel services	267,082.00	0.00	267,082.00	17,838.30	0.00	73,527.45	193,554.55	28%	229,558.27
FBT - Fringe benefits and taxes	99,670.00	0.00	99,670.00	9,967.97	0.00	37,003.53	62,666.47	37%	85,661.52
OPM - Operations and maintenance	79,966.00	0.00	79,966.00	5,058.04	646.24	29,465.35	49,854.41	38%	91,312.06
UTL - Utilities	2,500.00	0.00	2,500.00	0.65	0.00	272.60	2,227.40	11%	2,448.20
CHG - Chargebacks	30,427.00	0.00	30,427.00	2,459.45	0.00	8,518.48	21,908.52	28%	32,109.44
CON - Contracted services	36,000.00	0.00	36,000.00	2,672.50	0.00	9,382.65	26,617.35	26%	29,114.12
OTH - Other	99,450.00	0.00	99,450.00	4,656.19	0.00	105,092.13	(5,642.13)	106%	85,765.17
OUT - Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
TRO - Transfer out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Expenditure Totals:	\$615,095.00	\$0.00	\$615,095.00	\$42,653.10	\$646.24	\$263,262.19	\$351,186.57	43%	\$555,968.78
Revenue Total:	\$615,095.00	\$0.00	\$615,095.00	\$75,588.21	\$0.00	\$497,436.58	\$117,658.42	81%	\$97,652.19
Expenditure Total:	\$615,095.00	\$0.00	\$615,095.00	\$42,653.10	\$646.24	\$263,262.19	\$351,186.57	43%	\$555,968.78
Fund: 100 Net Total	\$0.00	\$0.00	\$0.00	\$32,935.11	(\$646.24)	\$234,174.39	(\$233,528.15)		(\$458,316.59)

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: June 11, 2010
To: Administration Committee Members
From: Debbie Klarkowski, Human Resources Manager
Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR MAY 2010

Hires:

Full-Time:

AODA Counselor II	1
Director of Administration	1

Part-Time:

Administrative Secretary	1
Food Service Worker I	2
Library Clerk	2

Limited Term/Seasonal/On-Call:

Concessionaire I	5
Intern - CTC Dietary	1
Intern - Land Conservation	1
Intern - Medical Examiner	1
Seasonal Golf Course	1
Seasonal Parks	1
Shelter Care Worker - on call	2
Summer - CTC Housekeeping	1
Summer Facilities	1
Summer Golf Course	3
Summer Highway	10
Summer Parks	2
Summer - Register of Deeds	1
UW Extension Extra Help	5

TOTAL HIRES: 42

Separations:

Full-Time:

Economic Support Specialist I	1
Highway Laborer	2
Housekeeper II	1
Library Operations Manager	1
Nurse Manager - House	1
Staff RN	1

Part-Time:

LPN	1
Shelter Care Worker	1

Limited Term/Seasonal/On-Call:

Husbandry Assistant	1
Intern - CTC Dietary	1
Seasonal Trail Ranger	1

TOTAL SEPARATIONS: 12

Current Employees:

Regular Employees: 1442 (1352.76 FTE's)

Extra Help: 214 (Includes On-call, Seasonal, Summer, Co-op/Intern & Temporary Help positions.)

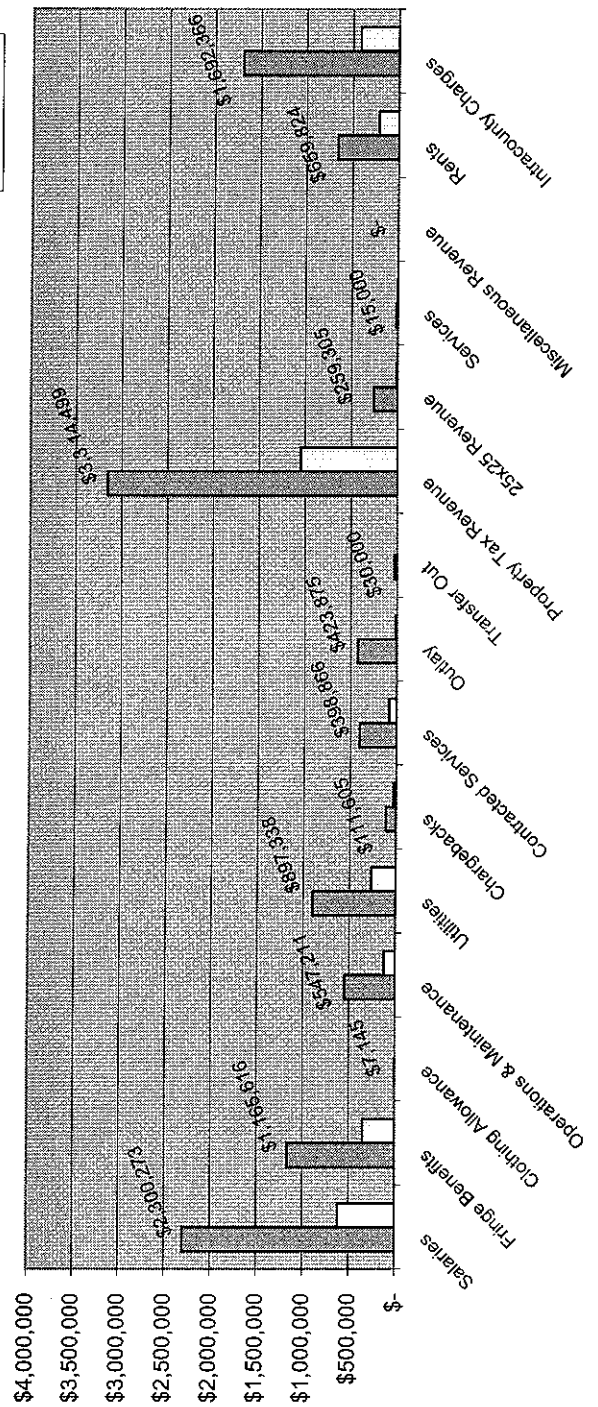
Total Employees: 1656

**Brown County
Facilities Management
Budget Status Report
4/30/2010**

	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 2,300,273	\$ 620,407	26.97%
Fringe Benefits	\$ 1,165,616	\$ 349,392	29.97%
Clothing Allowance	\$ 7,145	\$ 394	5.51%
Operations & Maintenance	\$ 547,211	\$ 119,661	21.87%
Utilities	\$ 897,338	\$ 262,409	29.24%
Chargebacks	\$ 111,605	\$ 28,495	25.53%
Contracted Services	\$ 398,866	\$ 80,024	20.06%
Outlay	\$ 423,875	\$ 11,379	2.68%
Transfer Out	\$ 30,000	\$ -	0.00%
Property Tax Revenue	\$ 3,151,115	\$ 1,050,372	33.33%
25x25 Revenue	\$ 259,305	\$ 14,305	5.52%
Services	\$ 15,000	\$ 5,000	33.33%
Miscellaneous Revenue	\$ -	\$ 132	
Rents	\$ 659,824	\$ 214,568	32.52%
Intracounty Charges	\$ 1,692,366	\$ 414,496	24.49%
Transfer In	\$ 104,319	\$ -	0.00%

HIGHLIGHTS: Revised
Expenses: Expenses are at 25.03% of annual budget
Revenues: Revenues are sufficient to cover expenses.

Facilities Management - April 30, 2010



PROJECT NAME: INTERIOR REMODELING AT COURTHOUSE

SEALED BID PROJECT #1405

BUYER: DCD

DUE DATE & TIME : 6/8/10 AT 11:00 AM TO BC CLERK

OPENING DATE & TIME: 6/8/10 AT 11:00 AM

30